

JOB DESCRIPTION – Executive Director of Wellness

The Organization:

The Little Shuswap is also traditionally known as Skwlax, which translates to Black Bear in Secwepemcstín, the traditional language. LSLB has unique vision and drive. The Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward. LSLB is Financial Management System (FMS) certified by the Financial Management Board.

We are looking for a leader to continue developing our Nation in the Executive Director of Wellness role here at Little Shuswap Lake Band in Chase, BC. If you are someone who values culture, prosperity, and engagement, we want to hear from you.

The Opportunity: A Day in the life of the Executive Director of Wellness

Reporting and under the support and supervision provided by the Chief and Council, the Executive Director of Wellness will lead all aspects of Wellness, defining, implementing, and evaluating strategic initiatives to foster the financial, organizational, and programming of Health, Social Development (Child Welfare), Language & Culture, and Early Learning and Childcare.

The Executive Director will be responsible to provide leadership, strategic and operational planning, development, and management of these 4 key pillars essential to the overall Wellness of the community. The Executive Director of Wellness will play a prominent role in leading and inspiring staff, demonstrate an inclusive, collaborative approach; and actively embrace the opportunity to engage Little Shuswap Lake Band Members in delivering the mission, vision, objectives, and strategic direction set by Council and Band Members.

You will:

- Ensures via supervision the efficient and effective day-to-day operations of the Skwlax Wellness Centre and the Wellness governance sector, including all department, staff and programs in health, social development, daycare, and culture and language.
- Authorize and organize the establishment of the Wellness sector departments and associated senior staff positions
- Provides leadership to the management staff team in establishing departmental strategic plans, program/operational plan, and individual expectations.
- Select directors, managers, or other Wellness sector staff; delegate the necessary authority to them and create optimum working conditions.
- Utilize extensive knowledge of healthcare, health care policy development and program delivery and transition to a knowledge of Secwepemc Health specific to Little Shuswap Band
- Ability to identify and foster key strategic partnerships in diverse sectors

- Anticipate future changes in practice to optimize the efficiency, appropriateness, consistency, and quality of Wellness sector services and programming.
- Establish objectives for the Wellness sector and formulate and approve policies and procedures; regularly reviews and updates to meet legislative and operational changes.
- Demonstrated knowledge of community-based programs, government, and corporate funding sources
- Identifies, assesses, and informs Council of serious issues as they may arise as well as providing routine updates on activities.
- Assesses and identifies gaps for the creation of programs that address the developmental requirements of the organization and membership.
- Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing programs and services to LSLB membership.
- Participation in committees that help further the Band.
- Provides briefing notes and other preparation for Council meetings as well as implementing decisions as arise out of the meetings.
- Ensures adherence to the implementation and administration of the financial policies and procedures.
- Engage in public relations, networking, and advocacy activities.
- Oversee the operational plan for the organization's strategic direction and communicates regularly to employees and monitoring to ensure goals are being met.
- Ensures that all business and operational transactions are conducted in a responsible, confidential and ethical manner. Considers risk management issues and implements strategies to mitigate risks.
- Ensures legal compliance in all areas of operations, in compliance with legislation both provincially and federally.
- Establish systems and checks to ensure the security of facilities and equipment; implementing recovery plans for possible disaster scenarios.
- Oversee the general management of the Band's financial affairs ensuring the establishment and review of internal financial controls to ensure effective financial and fiscal management.
- Ensures budgets are approved and adhered to, in addition to reviewing cash flow and providing regular reports to Council. Ensuring the Finance department provides appropriate documentation for funding bodies.
- Monitors purchasing, tendering and other financial transactions.
- Writes official correspondence on behalf of Council to involve key stakeholders in various projects, ensuring follow up on action items and documenting progress and issues..
- Ensures that Band members understand the program, services, opportunities offered through the Band Office including publicizing Council's policies where applicable.

Requirements: What you bring to the organization:

- Bachelor's Degree in Health Administration or related field.
- 10+ years' experience of progressively responsible management experience preferably in the community, social service sector or with Indigenous Groups

- Must be able to obtain satisfactory criminal record clearance.
- Class 5 Drivers License
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Knowledge of Accounting and Payroll software.

Our “Must Haves” that make you great:

- Demonstrated leadership skills and experience with ability to develop team and team capabilities.
- Ability to work collaboratively with the leadership team in the establishing goals, strategy, preparation of budgets and finding proposals.
- Ability to see big picture and think strategically including understanding financial data and forecasting trends and issues.
- Understanding of federal and provincial laws and regulations including those pertaining to First Nations.
- Strong communication and interpersonal skills with the ability to build and maintain strong cross-functioning relationships and liaise with diverse stakeholder groups.
- Knowledge and experienced in financial management, governance procedures, Excellent organizational skills with the ability to manage priorities and meet deadlines.
- Skilled in conflict resolution with ability to bring to constructive solutions.
- Trustworthy, self-regulating, deadline and detail oriented.

What we will provide:

- Full-time salaried– permanent role
- Growth and Mentoring opportunities
- Competitive compensation package

Reviewed by Incumbent: _____ Date: _____

Reviewed & Approved by Administrator/Director: _____ Date: _____