



Wellness Director

Reports To: Portfolio Holder

Classification: Full time

The Wellness Director of the Chippewas of Georgina Island First Nation oversees the Wellness services and programs operated within the Chippewas of Georgina Island. As part of the duties, expenditures will be monitored and programs evaluated to ensure that the service needs of the community are met. The Wellness Director will be a resource of expertise to the Chippewas of Georgina Island First Nation in the areas of Wellness Service Planning, Programming, Operations, Evaluation and Policy Development. Funding proposals, budgeting, submissions and reporting are the main responsibilities of this position. The ideal candidate for this position is one who has experience in managing and overseeing the operational services of the various wellness department, programs, and services. The ideal candidate would have the ability to provide strategic expert advice and support to the leadership team and act as a liaison to the management team, Chief and Council, Government agencies, and other funding agencies. The Director will also act in an advocacy capacity for the community and its members. The Director will play an active role in the development, implementation, and evaluation of departmental, organizational, and community-wide strategy and goals.

General Description of Duties:

- Strategically plan, administer and control budgets for research and administration, support services, programming and equipment
- Ensure all reporting requirements are completed by the required deadlines
- Research, prepare and submit funding applications related to Wellness for the Chippewas of Georgina Island
- Participate in the development of Wellness policy with staff and Chief and Council
- Assist with the amendment of Wellness policies as necessary and train staff on said policies
- Understand/interpret contribution agreements
- Participate in community engagement to determine which Wellness programs might be of interest and benefit to the community
- Work in partnership with HR to address staff concerns
- Provide leadership, guidance, support, and coordination to all program leads/managers
- Represent the First Nation to the public and to outside agencies and governments

Qualifications:

- A bachelor's degree or college diploma in Wellness science, hospital administration or public administration or a Minimum of five (5) years' experience in the Wellness field
- Experience in First Nation and Provincial funding and reporting requirements with demonstrated working knowledge of financial management skills including budget development and monitoring, development of project-based applications, and implementation and ongoing monitoring of same.

Closing Date: *Until Filled*

Contact: Harmony Legere, Human Resources Manager
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******Only applicants meeting the minimum requirements will be contacted******

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

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