

Coast Salish Program Administrator, Health and Wellness

Posting Closes: April 24, 2019

T'Souke First Nation, in collaboration with the Coast Salish Health Directors and First Nations Health Authority is seeking a term Program Administrator, Health and Wellness who will be responsible for overseeing the coordination and delivery of programs in community related to health and wellness within the Coast Salish territory of Vancouver Island.

Under the direction of the Administrative Health Coordinator, and in collaboration with the community health directors, the program administrator supports securing funds, raising awareness, increasing engagement, attendance and retention to community programming initiatives. The program administrator organizes and delegates work to Wellness Coordinators within the region. The program administrator will support implementation of the wellness coordinator program.

The location of this position is to be determined; it will be based in a Coast Salish community on Vancouver Island. Travel between the Coast Salish communities will be required. The successful candidate should have their own vehicle, mileage will be reimbursed.

Pay for this position is between \$25.72 - \$32.11 and will be based on experience and suitability based on the job description.

To apply for this position, please email a cover letter and resume, noting "Job Reference: 042419" in the subject line, to:

Rose Dumont
Administrative Health Coordinator
T'Sou-ke First Nation
Email: adminhealth@tsoukenation.com

If you have queries about this opportunity, please contact Rose Dumont at 250. 642.4261

Job Description

Title	Program Administrator, Health and Wellness
Date	April 3, 2019
Host Nation	T'Sou-ke First Nation
Reports to	Administrative Health Coordinator
Status	Term to March 31, 2021

SUMMARY

This position will be hosted by T'Sou-ke and report The Administrative Health Coordinator. The program administrator will work across the Coast Salish region. The First Nations Health Authority (FNHA) is an initiative partner and is committed to a proactive holistic approach to health and wellness, and to the delivery of services which are sustainable and honour the customs and traditions of First Nations communities.

POSITION SUMMARY

This position is responsible for overseeing the coordination and delivery of programs in community related to health and wellness within the Coast Salish territory of Vancouver Island. Under the direction of the Administrative Health Coordinator, and in collaboration with the community health directors, the program administrator supports securing funds, raising awareness, increasing engagement, attendance and retention to community programming initiatives. The program administrator organizes and delegates work to Wellness Coordinators within the region.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Researches, identifies and coordinates the submission of grant applications on behalf of the Coast Salish Family.
2. Under the direction of the supervisor, participates in identifying resources and referrals to support ongoing health and wellness programs and services.
3. Supervises and manages the Wellness Coordinators in their day-to-day work.
4. At the direction of the supervisor, oversee the coordination and implementation of the wellness coordinators activities within their specific sub-region.
5. Facilitates and supports meetings related to the Wellness Coordinator activities and community programming within a sub-region.
6. Organizes and participates in engagement activities to support community-specific programming related to health and wellness.
7. Collaborates with FNHA Community Engagement Coordinators to support delivery and organization of activities related to health and wellness programming.
8. Works collaboratively with Coast Salish Health Directors and regional FNHA staff to collect data and feedback related to health and wellness programming in order to support future programming and improved service delivery.
9. Develops and maintains lists of in-community programs related to adult, youth and Elder registration and supporting documents and templates.
10. Acts as a point of contact for information related to health and wellness initiatives, provides administration and coordination in promoting and building capacity with a focus on engagement and traditional practices being delivered in community.

11. Supports cultural humility and safety work in the region, and ensures timely, effective, and culturally safe programming is provided by any external stakeholders.
12. Performs other related duties as assigned.

JOB SPECIFICATIONS

Education & Experience

- High school diploma, post-secondary education, preferred, or an acceptable combination of education and experience.
- 3 to 5 years of recent, and relevant experience.
- Experience at a supervisory level in grant writing, reporting and administration.
- Interest and experience in the development, promotion and delivery of programming in First Nations communities.
- Experience coordinating and delivering traditional health and wellness activities within community

Knowledge

- Knowledge of Coast Salish traditional health and wellness, cultural protocols and traditional practices
- Knowledge of Aboriginal/First Nations health and wellness system needs
- Understanding of relationship based care to provide holistic, integrated, coordinated, and high-quality care that respects diversity and culture