



TSAY KEH DENE

1940 – 3rd Avenue
Prince George, BC V2M 1G7
Ph. (250) 562-8882 Fax (250) 562-8899

Job Posting

Position Title: Director of Health & Wellness
Reports To: The Tsay Keh Dene Chief & Council
Department: Health & Wellness
Position Type: Permanent Full Time
Hours of Work: 40 Hours/Week Monday - Friday
Wage: Depending on experience and education

Summary:

This position will be working out of both in the Tsay Keh Dene Community and the Prince George Band Office; with the position reporting to the Tsay Keh Dene Chief & Council. The key responsibilities of the Director will be overseeing and maintaining the Tsay Keh Dene Health & Wellness Plan and its programs; managing program budgets; compile statistical data from Health & Wellness programs; submit quarterly and annual reports on all Health & Wellness funded programs; assist program workers to organize and facilitate workshops in the community; assist Management with all Health & Wellness Personnel issues; and any other duties related to the Health & Wellness position as requested by the Chief or Council.

Requirements:

Education and Experience

- Post-Secondary degree (BA) in Business Administration, Health Administration, Public Administration, Humanities, or related fields is highly desirable
- 4 years directly related experience or an equivalent combination of education and experience (must demonstrated experience working cooperatively in a complex work environment)
- Minimum of one year of youth-oriented experience is required.
- Experienced in Health & Wellness services policies and programs
- Government or FNHA funding
- Completing Funder reporting requirements
- Must provide a criminal record check before the commencement date.

Knowledge, Skills and Abilities

- Able to interpret and apply complex legislation, regulations, policies and standards
- Ability to plan, develop, implement and advise on program strategies and initiatives
- Leading, training, and development of staff and their capacity
- Understanding of family law and MCFD services
- Demonstrated ability to successfully establish and maintain respectful, productive and cooperative working relationships and partner(s) with community programs and resources
- Strong and effective communication skills
- Excellent negotiation, mediation skills with the ability to resolve conflicts
- Demonstrated planning, organizational, prioritization and time management skills
- Excellent problem-solving skills
- Ability to work in a cross-cultural setting; knowledge and understanding of First Nations peoples is a definite asset
- High level of proficiency with Microsoft Office productivity suite and computer usage.
- Ability and willingness to perform required physical tasks
- Must possess a valid BC Driver's License

Other Skills and Abilities: Ability to interact with staff, and others in an open, friendly business-like manner. Effective interpersonal skills, reliability, dependable and possess good judgement, be tactful and exercise discretion when dealing with others. Accuracy and attention to detail is a self-starter who works well independently.

To apply, please forward your resume with a cover letter attention it to Human Resources via email: hr@tkdb.ca or fax to 250-562-8899

We would like to thank all applicants for their interest in this position. However, only those selected for interviews will be contacted