

## JOB DESCRIPTION

### Community Wellness Project Manager

#### SUMMARY

The Community Wellness Project Manager is responsible for the management of the Men's Healing Initiative (MHI) Program as well as the Indian Residential School (IRS) Program in the direction, staffing and collaboration to plan, organize and develop educational workshops for male survivors of sexual abuse and IRS Survivors (both direct and intergenerational). The responsibilities of the Community Wellness Project Manager include the overall planning, coordination, development and implementation of projects to facilitate the vision and plan for to facilitate healing, education and awareness as it pertains to male sexual abuse and residential school for First Nation communities. This includes; oversight and management of the administrative and human resource operations directly pertaining to the MHI and IRS programs; as well as overseeing resource planning to ensure effective use of financial resources; establish and maintain effective working relationship and collaborative arrangements with NAN First Nation communities and First Nation organizations.

The Community Wellness Project Manager will provide support to the Director of Community Wellness in any capacity needed to meet the mandates of the Community Wellness Department.

#### DUTIES AND RESPONSIBILITIES

1. Oversee and manage the effective and efficient day to day operations including planning, developing, coordinating, implementing and evaluating program work plans associated with the MHI and IRS Programs.
2. Determine program human resource requirements, supervise and manage in accordance with approved policies and procedures including identifying training needs, coaching and mentoring staff to improve performance.
3. Fostering effective teamwork interdepartmental and cross departmental within the organization.
4. Manage the program financial resources including preparing and monitoring budgets, and developing funding proposals including negotiating for funding under the guidance of the Director of Community Wellness.
5. Manage/oversee the planning and coordination of NAN-wide health transformation workshops, conferences and meetings.
6. Establish and maintain effective relationships and collaborative arrangements with communities to help achieve the goals of the programs and the organization.
7. Prepares reports, briefing notes, power point presentations as required.
8. Ensure the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, MHI and IRS resolutions and telephone directories.
9. Work with NAN Senior management team as required to ensure efficient and effective department and organizational support for all programs under NAN.
10. Performs all other related duties as required.

## ACCOUNTABILITY

The Community Wellness Project Manager is under the direction and supervision of the Director of Community Wellness with further accountability for overall performance to the Chief Administrative Officer.

## FINANCIAL RESPONSIBIILITY AND DECISION MAKING

As a member of the Senior Management team, Community Wellness Project Manager will contribute to the effective operation and overall accountability of NAN. The Community Wellness Project Manager will participate in management and staff meetings, maintain a professional work environment and facilitate a team approach. The Community Wellness Project Manager will have approval authority as per approved policies and as per the Director of Community Wellness.

## QUALIFICATIONS

1. Proficiency in working with Microsoft Office.
2. Criminal reference and Vulnerable Sectors Checks required.
3. A post secondary education related to departmental management or five (5) years' management or supervisory experience.
4. A degree and/or diploma in the Social Services field, or health related degree and/or diploma, and/or five (5) years related education and practical experience.
5. Must have working experience with First Nations people and a demonstrated understanding regarding related issues and challenges.
6. Demonstrate excellent interpersonal and communication skills.
7. Demonstrate excellent organizational skills.
8. Ability to travel regularly to NAN First Nation communities.
9. Ability to speak a NAN First Nation language is an asset.

**CREATED:** June 2019

**LOCATION:** THUNDER BAY, ON