

Vuntut Gwitchin Government

A. Identification:

Position Title: Director

Department: Health, Social & Recreation Programs

Supervisor: Executive Director

Date: May 2010

Status: Full-time

Level: 8

B. Job Summary:

Reporting to the Executive Director this position directs the Health, Social & Recreation Programs Department team in delivering programs and services in the areas of health & wellness, Health & recreation and social assistance. This position also serves as a member of the Senior Management Team.

C. Main Duties:

Directs the Health & Social Programs team in delivering programming and services by:

- Researching and keeping informed of new trends, issues, programs and services federally and territorially, and with other First Nations, agencies, organizations and professionals and assessing implications to Vuntut Gwitchin First Nations.
- Receiving recommendations from Chief & Council standing committees
- Advising on VGFN legislation, monitoring, evaluating and recommending changes
- Developing and implementing strategic goals, work plans, policies and procedures based on community goals, client needs and funding partners requirements
- Continually evaluating community, client and partner needs, strategic goals and plans, policies and procedures, and changing as required
- Ensuring the development and delivery of specific activities and services
- Assisting with critical incidents experienced by staff and clients
- Analyzing statistical data and ensuring that data systems are maintained
- Researching funding opportunities and ensuring proposals are submitted
- Advising staff members who are preparing contracts and contribution agreements
- Ensuring sufficient resources are obtained and made available for implementing plans
- Ensuring that contracts, contribution agreements, and programs are properly administered and reported upon.
- Determining the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Identifying how services and programs can be integrated with other Vuntut Gwitchin Government departments, and consulting with those departments.

Liaises with community members, partners, professionals, negotiators, agencies and organizations by:

- Participating in committees, boards, forums, commissions, meetings and working groups on the national, territorial and community levels as well as with other First Nations in developing goals, plans, policies and procedures, and dealing with citizens' and clients' concerns
- Negotiating with Territorial and Federal officials on program and funding agreements
- Discussing community and client needs with territorial and federal staff to problem solve or fill gaps in services.

- Assigning staff to participate in a variety of boards and committees, commissions, working groups and negotiations
- Ensuring information sessions and public meetings are held regularly with citizens
- Providing information to consultants and contractors

Directs the finances of the department by:

- Gathering budgets from staff, and compiling into one yearly departmental budget and making final decisions as to content of budget
- Submitting and defending the yearly budget request to the Senior Management Team and Chief and Council
- Preparing variance reports
- Reporting to the Finance Director of any projected shortages or surpluses.
- Reconciling revenues of contribution agreements to expenses.
- Approving departmental purchases and contracts, monitoring budget and expenditures, and deciding when to move budget dollars to other budget items as needed

Hires and Supervises staff by:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Discussing training needs with staff and the Human Resources Dept. and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues
- Approving timesheets and leave requests
- Monitoring compliance with WCB regulations and reporting job injuries to the Human Resources Dept.

Participates as a member of the senior management team by:

- Attending weekly Director meetings to discuss and develop organizational policies and procedures and plan government wide business and integration of services amongst departments
- Attending Chief and Council meetings as required
- Developing organizational strategic plans and goals.
- Preparing briefing notes as needed
- Responding with other senior management members to critical incidents as needed.

D. Job Knowledge and Skills:**Education**

- Degree or diploma in a field related to health and social services, or the equivalent in experience and relevant training.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA)
- Knowledge of government legislation regarding health and social services
- Awareness of Yukon First Nation government systems
- Knowledge of intergovernmental commissions, boards and working groups
- Knowledge of health and social issues affecting First Nation peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for health and social services
- Knowledge of financial management

Management Skills

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to delegate.

- Ability to multitask in a high paced environment
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise and mentor staff.
- Ability to write reports and make presentations
- Ability to negotiate contracts and contribution agreements
- Ability to analyze, prepare and reconcile budgets and expenditures
- Ability to research and analyze organizational and departmental needs and develop strategic goals, work plans, and policies and procedures.
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Ability to develop policy papers, technical papers and presenting technical data to Senior Management Team, Supervisor, Chief and Council and government officials.

Specific Skills:

- Ability to use email, Word and Excel
- Basic understanding of information and database systems
- Ability to interpret human and social services related legislation

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Executive Director, and Vuntut Gwitchin Citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for the day-to-day operation of Vuntut Gwitchin Health and Social Programs, for developing procedures where none exist, setting work priorities, ensuring financial accountability, and making changes to operational procedures. Decision-making is also required in long-range planning, communicating with associates, and determining which recommendations are forwarded to Chief and Council.

F. Impact/Accountability:

This position is accountable for compliance with legislation, directing strategic planning, establishing and meeting department goals and work plans, that expenditures do not exceed budget and revenues, and enforcement of standard operational policies and procedures. Proper administration of health and social programs is critical to the well being of Vuntut Gwitchin beneficiaries.

G. Key Personal Contacts:

| Who | Purpose | Frequency |
|--------------------|---|------------------|
| Executive Director | Supervision, information exchange | Weekly/as needed |
| Department staff | Informing and discussing current and proposed projects. | Daily |

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|------------------------------------|---|-----------|
| Chief & Council | Discussing strategic plans, budgets and expenditures, legislation, policies & information exchange. | As needed |
| VGG Directors | Developing policies and procedures, integrating services; government direction, information exchange. | As needed |
| Governments, agencies and partners | Negotiating contracts and contribution agreements; intergovernmental planning; resolving problems; information exchange. | As needed |
| VGFN Citizens | Discussing policy, procedures, programs and services; resolving problems and conflicts; developing employment, career and educational plans | Daily |
| Boards & Committees | For discussion, planning, policy reviews, consultation, information exchange | As needed |
| Consultants & Researchers | Planning and project delivery; information exchange | As needed |

H. Positions Supervised:

| | |
|------------------------|---|
| Number of positions: 3 | Health & Recreation Manager Mental Health & Social Programs Manager Administrative Assistant-Social Administrator |
|------------------------|---|

I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

- Meeting needs of citizens while respecting and including traditional values.

Physical:

- Approximately 70% of time using the computer
- Travel approx: 8 trips per year long distance
- Remote living conditions in extreme temperatures and light conditions

Mental:

- Regular need to meet critical deadlines (meetings, reports, ad hoc deadlines)
- Many critical incidents and responding to these incidents during work hours and after hours
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Program and service delivery affected at times by conditions due to the remoteness of the community
- Multi-tasking and frequent interruptions

Emotional:

- High number of clients experiencing critical incidents and who are under extreme emotional stress

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work extra hours to meet deadlines.
- Willingness to respond to critical incidents outside of work hours

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: