

Kwanlin Dün First Nation

- A. Position Title: **Manager, Jackson Lake Healing Camp**
- Department: **Health and Wellness**
- Supervisor: **Director, Health & Wellness**
- Date: **April 2024**
- Status: **Regular Full-time**

B. JOB SUMMARY:

The Manager of the Jackson Lake Healing Camp will develop year-round, sustainable and comprehensive land-based programming responsive to the needs of the community in the areas of mental wellness, substance use disorder and intergenerational trauma. The manager is responsible for coordinating the delivery of land-based programming for the Kwanlin Dün First Nation.

This position is integral to the success of the program and will be responsible for building and maintaining relationships with all stakeholders, providing supervision over the staffing teams, designing and implementing programming that is culturally relevant and reflective of First Nations' traditional healing practices, and overseeing operations of the year-round camp.

The Manager will ensure that programming meets the highest standards of best practices, honors the traditional healing practices of First Nations People and is guided by the strategic goals, visions and values of the Kwanlin Dün First Nation.

C. MAIN DUTIES:

- Establishes and maintains relationships with our Kwanlin Dün First Nation community, all levels of government, relevant partner organizations, and Elders/ cultural counsellors/traditional healers to build respectful, trusting collaborative partnerships.
- Leads and facilitates community engagement opportunities in collaboration with the JLHC team to foster positive relationships with community members, Elders and stakeholders to gather input and feedback on healing camp initiatives ensuring all programming at JLHC is reflective of community needs, perspectives and priorities.
- Identifies and develops, in collaboration with the JLHC team, policy frameworks, procedures and guidelines for the safe and effective year-round operations and programming at JLHC including land-based curriculum development, timelines, targets, resource allocation and budgets in collaboration with the JLHC team and other stakeholders and funders.

- Responsible to review and upkeep policies, procedures and programming to reflect current day legislation and alignment with Nation's other policy, procedures and programming which reflect circle of care supports with the Nation.
- Ensures that programming aligns with cultural practices and community needs by incorporating First Nations' teachings and ensuring traditional wellness practices and clinical counselling are provided using culturally safe trauma informed approaches to healing.
- Oversees comprehensive staff orientations, facilitates training and professional development opportunities, implements work plans for team members and supports recruitment and retention efforts. Oversees the tracking system for staff training and development on an ongoing basis.
- Provides leadership and guidance to the JLHC team through regularly-scheduled staff meetings and one-on-one meetings with staff to ensure effective and efficient communication and to foster a strong working relationship within the team.
- Is point of contact/liason for client and staff concerns regarding operations and programming of JLHC, briefs the Director on concerns and issues, and involves Human Resources/Occupational Health and Safety as required to help resolve the issue.
- Prepares briefing notes, reports and presentations concerning the operations and programming at JLHC as needed and shares with appropriate departments and stakeholders.
- Manages annual budgets, oversees procurement, monitors expenditures and ensures programming budgets and reporting requirements are met in a timely manner.
- With a continuous improvement lens, monitors and evaluates program delivery to assess need for modification and/or improvements and makes necessary changes based on quality assurance, best practices and feedback to ensure stated goals are aligned with strategic directions and plans.
- Works collaboratively with Nation partners to communicate the facility and grounds updates and needs on an ongoing basis in effort to keep the facility and grounds in good working condition year-round.
- Willingness to do some evening and weekend work when required.

D. EDUCATION & EXPERIENCE:

- Demonstrated strength in 'people' skills and a proven ability to skillfully manage a large, dynamic team of individuals and participants, some with mental wellness and/or behavioral disorders.
- Minimum 7 years staff supervisory and financial management experience.
- Degree in business administration or health care administration degree with minimum 5 years working in a healthcare or cultural wellness environment, projects or initiatives. It would be an asset to have experience with land-based programming.
- Demonstrated strong experience in program development, implementation and evaluation experience.
- Proven experience managing large scale community-based, multi-partner projects that require strong collaboration and communication with a variety of stakeholders, preferably in a First Nations context.
- Experience with federal, territorial and other funding sources relevant to the program; familiarity with financial accounting principles and practices; ability to work within and be accountable for a budget.

- Knowledge of policy and procedure development is an asset, as well as, knowledge of relevant legislation, policies and procedures related to programs, human resources, operations and finances.
- Excellent verbal and written communication skills and the ability to foster trust, confidence, credibility, acceptance and effective working relationships with staff, community Elders, colleagues, senior management and other stakeholders.
- Strong organization, planning and follow-through skills are a must.
- Strong analytical, problem solving, and decision-making skills required with a demonstrated ability to adapt and remain calm while managing changing priorities.
- Proficiency in Microsoft applications including Word, Excel, PowerPoint, and Outlook
- Respectful of First Nations traditions, customs, and protocols and a desire to form collaborative relationships to build a land-based year-round program to support health and wellness within the community.
- Performs other duties and responsibilities as necessary in the performance of the position as required.
- Maintains and models a healthy lifestyle inclusive of good self-care, work/life balance and personal wellness.

**An equivalent combination of post-secondary education, training and coursework, and significant experience in the above-noted areas will be equally considered.*

E. DIRECTION & DECISION-MAKING:

Objectives for this position are developed in conjunction with the relevant authorities assigned by KDFN, and in part, through the strategic planning process. The incumbent is responsible for providing oversight of all staff, programming and operations assigned to his/her/their role for the effective delivery of the Jackson Lake Healing Camp program.

F. IMPACT AND ACCOUNTABILITY:

The effects of the decisions made by the Manager of Jackson Lake Healing Camp regarding programs and services has impacts on the efficient and effective year-round operation of JLHC and on the health and safety of JLHC staff, clients and families of the Kwanlin Dün First Nation. The programming at JLHC operates within the parameters of legislation and regulation, policy, department budgets, and strategic and work plans. The position has an impact on the delivery of the healing and wellness services, staff morale, workflow, information-sharing, and on the shared mission of developing a healthy, unified, forward-moving community.

G. POSITIONS SUPERVISED:

Direct:

- Camp Coordinators (1 f/t and 1 p/t positions)

- Administration and Finance (1 f/t position)
- Elder Knowledge Keepers (2 f/t and 2 p/t positions)
- Cultural Leads (2 f/t)
- Cultural Support Workers (2 f/t and 2 p/t positions)
- Aftercare Coordinators/Support (2 f/t positions)
- Clinical Counsellors (2 positions)
- Nurse (part time position)
- Auxiliary on Call Staff

Indirect:

- Camp Attendant (1 f/t and 1 p/t positions)
- Cooks (4-6 positions)
- Security (2 p/t positions)
- Auxiliary on Call Staff

H. KEY PERSONAL CONTACTS & NATURE OF CONTACTS

CONTACT	NATURE OF CONTACT
Project Manager, Jackson Lake Healing and Wellness Camp	To collaborate on program development, staffing, and budgets; to coordinate program schedules and set strategic programming goals
Director of Health and Wellness	To exchange information, receive guidance, coordination of services, and direction
Jackson Lake Healing Camp Team	Leadership, supervision, to exchange information; provide traditional healing and clinical direction, coordination of services to clients
Clients/service recipients	To ensure programs and services provided are effective and modified, as required, to meet evolving needs; to provide traditional healing and clinical counselling, referral, advocacy and support services to respond to concerns and complaints
Community Elders and Traditional Healers	To ensure that KDFN health and wellness counselling programs and services reflect Indigenous practices, languages, culture, traditions, teachings and perspectives
KDFN Inter-departmental Staff	Coordination of case-management plans for clients as required; exchange or receive information; create awareness of health and wellness counselling services and other health programs

Staff of YG Programs, Whitehorse General Hospital, First nation Health Program(s), other service providers in Whitehorse and communities	To positively represent KDFN health and wellness client services, to exchange information and to ensure coordinated client services by participating in case-management and case conferences, to advocate for clients, to act as a liaison, and to participate in joint programming and program development
First Nation, Federal and Territorial Governments & other organizations	To provide and exchange information; share resources
General Public	To help create awareness of healing and wellness programs and community support services.

I. WORKING CONDITIONS:

The majority of this work takes place at the Jackson Lake Healing Camp (75%) and some in an office environment in Whitehorse (25%). You are expected to provide your own transportation to get back and forth to your place of work at the camp.

Travel outside of the territory may be required 1-3 times per year.

There are both regular and irregular critical deadlines. Regular interruptions are to be expected and there is a need to balance competing priorities while working constructively with staff, clients, contractors, other governments and community agencies.

Emotional and mental stress may arise, which is normal and expected in this position, given that the manager deals with dissatisfied staff, clients/family members on occasion. There is the potential for verbal or physical abuse from clients as many have suffered trauma, direct- and indirect-intergenerational effects of residential school, and who may have substance use disorders.

Clients may be struggling with their own spirituality, beliefs and values, which in turn conflict with the incumbent's personal values and spirituality. The incumbent must provide regular staff supervision and assistance to staff who are working under considerable stress, dealing with the same working conditions identified above and may be experiencing vicarious trauma themselves.

Self-care is crucial and the incumbent should be able to effectively manage stressful situations.

J. CONDITIONS OF EMPLOYMENT:

- Valid Class 5 Driver's License and personal transportation
- Valid First Aid and CPR level C certification or willingness to obtain within three months of hire
- Food Safe or willingness to obtain within three months of hire
- Willingness to work occasional irregular hours including evenings and weekends
- Acceptable criminal records check with vulnerable sector search prior to commencement of employment

- All employees are expected to follow and abide by KDFN policies and guidelines in a harmonious and cooperative manner, creating a team approach in their duties FOR KDFN’s future success
- Mandatory confidentiality is a condition of employment for all staff of Kwanlin Dün First Nation, and failure to comply may result in dismissal

K. POSITION APPROVAL:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and scope of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p style="text-align: center;">Signature</p> <hr/> <p style="text-align: center;">Date</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <hr/> <p style="text-align: center;">Signature</p> <hr/> <p style="text-align: center;">Date</p>
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<p><u>Manager, Human Resources:</u> (Comments)</p> <hr/> <p style="text-align: center;">Signature</p> <hr/> <p style="text-align: center;">Date</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <hr/> <p style="text-align: center;">Signature</p> <hr/> <p style="text-align: center;">Date</p>
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