



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Director of Community Services
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Community Services
TERM: Full Time

POSITION SUMMARY:

Reporting directly to the CAO/Director of Operations, the Director of Community Services will participate in the strategic planning and direction of the Community Services department; plan, develop, and implement assigned community programs; and oversee the daily operations of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, manages, directs, and controls program operations including the establishment of the strategic and operational work plan, program goals, objectives, success indicators and measures, protocols, directives and guidelines; monitors program direction, delivery, costs, results and oversees program reporting and evaluation
- Develops and builds capacity of staff through delegation of responsibilities and regular feedback; provides development opportunities and technical direction
- Manages responsibilities for all Community Services department staff including recommendation and implementation of staffing, performance management, succession planning, and training and development
- Plans, administers, and monitors budgets for programs and services
- Provides creative leadership through consultation with an effective departmental team
- Identifies and researches opportunities for new funding sources and writes or oversees the development of funding proposals
- Develops and maintains effective working relationships with internal and external stakeholders including management, staff, Chief and Council, governments, regional health authorities, and other Aboriginal organizations
- Develops and oversees service contracts and contractors to ensure safety, service quality, cost-effectiveness, and timely execution
- Oversees management and operations of Sensisysten School and Westbank Child Development Center
- Develops public relations strategies, presentations, and promotional materials in consultation with the Manager of Economic Development and Communications
- Participates and regularly acts as a spokesperson on assigned service area issues and responds to concerns and queries raised by the CAO/Director of Operations, Council, staff, and community members
- Represents and advocates for the Community Services programs and staff in its day to day relationships with all community service institutions, governments, and local entities
- Implements program management with staff and promotes the effective use of the Westbank First Nation's governance model while continuing to achieve the highest standard of community services
- Assumes responsibility for the preparation of all service area reports and provides information to the CAO/Director of Operations of relevant national, regional, and provincial community service activities
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the CAO/Director of Operations
- Maintains strict confidentiality on all matters relating to the affairs of the Westbank First Nation

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Post-secondary degree in health and wellness or related health field from an accredited university
- Minimum ten (10) years of experience in health service program planning within a municipal sector and previous strategic management experience
- Previous management experience with program and budget development
- Working knowledge of governance within a First Nation community
- Cultural competency and knowledge of First Nation traditions and practices
- Ability to maintain a client focused culture at all times
- Effective problem solving and interpersonal communication skills when working with individuals, groups, and organizations
- Demonstrated leadership qualities with the ability to influence others in the creation and delivery of programs, funding, and research initiatives; ability to engage community members to seek involvement and commitment to existing and new community health program initiatives

- Proven history of successful community project planning, initiation, operation, and evaluation
- Demonstrated negotiation, dispute, and conflict resolution skills
- Proficient knowledge with computer software and hardware and other communications equipment
- Availability and flexibility to work evenings, weekends, and overtime as required; may require occasional overnight travel
- Valid BC Driver's License and acceptable driver's abstract
- Acceptable Criminal Record Check with Vulnerable Sector Search

A competitive salary and benefits package is offered. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, July 14, 2017**. **Please reference #17-4 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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