

DIRECTOR OF HEALTHY LIVING

On behalf of our client, Hamlet of Kugluktuk, we are seeking a Director of Healthy Living to join their team in Kugluktuk, Nunavut. Hamlet of Kugluktuk is a community-based organization that collaborates with the people and community partners to develop and offer personal and clinical services for their community.

Under the supervision of the Senior Administrative Officer, the Director of Healthy Living is responsible for the implementation and delivery of Alcohol and Drug programs in the community, the supervision of alcohol and drug staff and volunteers, the delivery of youth programs relating to alcohol and drug abuse and administrative duties related to the community shelters. The Coordinator will liaise with other staff on alcohol/drug initiatives and with other community agencies such as Health and Social Services, R.C.M.P. and Community Justice workers.

Key Responsibilities

Program Management:

- Direct the community shelters operations to achieve effective delivery and planned results
- Ensure the safe and effective maintenance of resources and facilities
- Appraise and evaluate the results of the operations
- Promote the goals and activities of the program
- Establish and maintain effective program facilities, operating policies and procedures
- Liaise with other Hamlet staff on Alcohol and Drug initiatives
- Develop, manage and deliver Alcohol and Drug programs to incorporate addiction awareness, provide prevention healing and treatment, education and training, and encourage community participation

Personnel Management:

- Responsible for supervising and conducting regular performance appraisals
- Implement disciplinary procedures and policies
- Ensure staff receive required training
- Ensure the confidentiality of clients and staff members
- Foster a positive, collaborative and supportive atmosphere for staff and volunteers

Public Relations:

- Act as a spokesperson to clients and public as required
- Maintain an effective liaison with appropriate government officials, funding organizations and other agencies
- Ensure inquiries to and correspondence with the program are documented and answered in a timely fashion

Skills and Qualifications

- Certificate or Diploma in Counseling, Social Sciences or related field
- Three years of relevant experience and training in addiction counseling
- Experience in program management
- Excellent communication skills
- Management or supervisory training and experience
- Strong communication skills
- Knowledge of and experience with computers and basic office procedures
- Experience with planning and/or training
- Working knowledge of government help programs
- Ability to maintain confidentiality
- Ability to work with little supervision
- Have a high level of commitment to clients and programs
- Keep abreast with current information in the field of healing, approaches and addiction services
- Ability to prioritize work and programs
- Flexibility to work irregular hours
- Ability to work in a cross-cultural environment
- Ability to communicate in English and Inuinnaqtun would be an asset

If you are interested in learning more about this exciting opportunity, please forward your resume to applicants@mnp.ca