

COMMUNITY WELLNESS COORDINATOR

On behalf of our client, Hamlet of Kugluktuk, we are seeking a Community Wellness Coordinator 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 direct supervision of the Senior Administrative Officer, the Community Wellness Coordinator is responsible for advocating, initiating, facilitating, coordinating, and evaluating community wellness initiatives in support of Kugluktukmuit seeking healthier and more fulfilling lifestyles. The Coordinator will also be responsible for creating growth in services and programs available in Kugluktuk through the various levels of government and Inuit organizations locally; and to manage community wellness staff to ensure optimal service is provided.

Key Responsibilities

Strategic Direction:

- Maintain the effectiveness and validity of the Community Wellness Plans
- Act as a resource person for the Community Health Committee
- Provide leadership to the senior Hamlet staff with respect to wellness issues in developing long term organizational plans, objectives, priorities and policies
- Implement the decisions of the Community Health Committees
- Ability to convene and chair regular meetings of the community interagency group and to share information, ideas and concerns from wellness practitioners
- Provide advice to the Hamlet and socio-economic agencies on the impact of development on Kugluktuk

Program Development and Operation:

- Identify existing resident wellness needs and gaps in program delivery
- Identify and implement opportunities for program revision and/or expansion
- Develop detailed expressions of interest, program submissions, funding proposals, budgets or other initiating documents on behalf of the Hamlet of Kugluktuk
- Appraise and evaluate the operation of programs
- Liaison with other Hamlet Department Heads on areas of overlap with Community Wellness
- Establish and maintain effective office facilities, operating procedures and policies

Personnel Management:

- Provide support and advice for hiring, conduct regular performance appraisals
- Ensure tasks, duties and responsibilities are performed in a disciplined, responsible, and courteous manner
- Ensure the confidentiality of clients and staff is maintained
- Foster a collaborative, positive and supportive atmosphere
- Facilitate a team management approach

Financial Management:

- Supervise the financial administration of the Wellness Program
- Prepare, along with the Senior Administration Officer and Accountant, the annual budget for the Wellness Program
- Ensure all reporting to funding organizations is delivered in a timely manner

Information Management and Communications:

- Compile and share information relevant to the Community Health Committee and the public
- Share with the interagency group, Community Health Committee and community groups, information on techniques, methodologies and approaches on topics such as; alcohol/drug abuse
- Act as a spokesperson, articulating community wellness policies and views to clients, government officials, the public
- Develop and implement a Hamlet information system with the wellness staff to share information on clients while protecting the confidentiality of private and personal information
- Ensure public notices and program information developed for the community is accurate, and available in both Inuinnaqtun and English

Skills and Qualifications

- Diploma or Degree in the field of Social Sciences, Counseling, Public Administration or related field would be an asset
- A minimum of three years' experience in counselling or related field
- A minimum of five years relevant experience in Public Health, Community Health or Healthy Communities program management
- Management or supervisory training and experience
- Have strong oral and written communications skills
- Strong verbal, written and presentation skills in English and Inuinnaqtun an asset
- Knowledge of and experience with computers and basic office procedures
- Have workshop facilitation and planning experience
- Have experience with proposal writing
- Have comprehension of Community Wellness Private and Public funding sources
- Experience in program and project management experience
- Knowledge and experience of at least one of the following areas: Alcohol/Drug and Family Counseling programming, Community Justice systems, Child/Youth Development, or Recreation

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