



COMMUNITY WELLNESS MANAGER

MERRITT, BC (ONSITE)

\$80,000 to \$100,000

ABOUT THE EMPLOYER

On behalf of our client, Shackan Indian Band, we are searching for a Community Wellness Manager located in Merritt, BC. The Shackan Indian Band, also known as "14 Mile," is a proud Nlaka'pamux First Nations government located in the Nicola Valley of British Columbia. The bands who make up the Scw'exmx are, in turn, members of the Nlaka'pamux Nation. The Nlaka'pamux traditional territory extends well into the State of Washington, as far north as Ashcroft, as far east as Douglas Lake and as far West as Lillooet.

All the communities of the Nlaka'pamux Nation hold title to this territory, encompassing thousands of square kilometers collectively. The Shackan Indian Band has three reserves. The majority of band members reside on the main reserve, located along the Nicola River, which has a total land base of 6,413 acres. The Papsilqua Reserve is located to the northeast of Papsilqua and Skuhun Creek with a total of 730 acres. The Soldatquo Reserve is located a few kilometres north of Shackan with the total land area. of 2,429 acres.

Guided by traditional Scw'exmx values such as respect, sharing, helping, learning, teaching and working together, the Shackan Indian Band is committed to fostering a healthy, self-sufficient community. Their mission is to support the well-being and empowerment of all members through respectful, professional, and positive leadership and service delivery.

ABOUT THE ROLE

Reporting directly to the CEO/Band Manager, The Community Wellness Manager plays a central leadership role in guiding Shackan Indian Band's Health, Membership, Child and Family Services, Education, and Income Assistance programs. This position provides a decolonized framework to support staff overseeing these service areas, ensuring culturally grounded and community-responsive delivery. The Manager serves as a key resource for both staff and membership—offering strategic direction, mentorship, and advocacy. The ideal candidate is collaborative, culturally aware, and committed to holistic wellness, with strong leadership and communication skills, and the ability to navigate complex priorities with professionalism and care.

KEY RESPONSIBILITIES

- **Leadership & Oversight**
Provide strategic leadership for Shackan's Wellness programs, including Health, Membership, Child and Family Services, Education, and Income Assistance. Act as Shackan's Health Director and primary contact for child and family wellness planning and response.
- **Program Management & Compliance**
Oversee the implementation and reporting of all wellness-related programs to Indigenous Services Canada (ISC) and other funders, ensuring compliance with funding requirements and internal policies.
- **Staff Supervision & Development**
Recruit, train, supervise and evaluate Wellness staff such as the BSDW (Band Social Development Worker), setting performance objectives and providing mentorship, technical direction, and development opportunities to build team capacity.
- **Budgeting & Financial Accountability**
Administer and amend annual departmental budgets, managing revenue and expenditures in accordance with Shackan's Finance Policy to ensure transparency and accountability.
- **Grant & Reporting Coordination**
Lead and support staff in preparing grant applications and completing required reporting. Ensure BSDW training is completed and maintained for self and future BSDWs.
- **Collaboration & Community Support**
Work closely with internal departments and external entities to support families in their healing and growth. Act as a resource to other departments and promote integrated service delivery.
- **Confidentiality & Professional Standards**
Uphold strict confidentiality and perform all duties in alignment with Shackan policies and standards.

Confidentiality is of utmost importance.

SKILLS AND QUALIFICATIONS

- Possess a Bachelor of Social Work or Education or have previous Band Social Development (BSDW) training, or Educational Administration training or training in a related field of study.
- Possession of a Master of Social Work or Education is preferred but not essential for the position.
- Basic accounting and financial experience.

- Self managed, goal oriented and finish what you start – well organized with strong written, verbal communication and time management skills.
- Demonstrate high emotional intelligence, patience, and integrity with a commitment/team driven success in leading by example.
- Demonstrate a high degree of professionalism and good judgement.
- Experience with MS Windows/Office, Zoom, and various other softwares, ideally including Xyntax.
- Must be able to maintain confidentiality of information and use discretion, tact, and diplomacy when addressing sensitive issues.
- Maintain accurate Education and Social Development files and reports. Provide weekly and/or monthly updates as required.
- Conflict resolution and de-escalation skills.
- Should have 2-3 years of professional relevant experience in a social services/education environment.
- Clear a Criminal Record/Vulnerable Persons check and possess a valid Class 5 Drivers License with access to a reliable vehicle. Up to date Drivers Abstract must be submitted prior to use of company vehicles or conducting any work-related duties.

This position will appeal to someone who values flexibility, variety, and meaningful community engagement. This role will lead a close-knit Community Wellness team, who are focused on individual support and who foster community connectedness with opportunities to build relationships and directly support families. Some days are office-based, while others involve outreach and cultural activities within the community.

This is a permanent, full-time position. The role is 35 hours per week, 8:30 AM to 4:30 PM with a one-hour lunch. Work is split between the Shackan Administration Office in Merritt (2099 Granite Ave) and the Community Wellness Building in Shackan. Comfort with driving to Shackan is important, as in-person services and member engagement are central. Occasional evening or weekend availability may also be required for community programming, training or collaborative sessions.

If you're interested in learning more about this opportunity, please forward your resume to Fred Punter at fred.punter@mnp.ca. We thank all applicants; however, only those selected to move forward will be contacted. Preference will be given to Shackan Indian Band community members, though all qualified candidates are encouraged to apply.

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal Ancestry.