



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

Phone: (780) 455-2200 | Toll-Free: 1-800-252-7553 | www.albertametis.com
11738 Kingsway NW | 100 Delia Gray Building | Edmonton, AB | T5G 0X5

Health, Children, and Youth

Manager of Community Wellness

Location: Métis Nation of Alberta Provincial Head Office (Edmonton)

Closing Date: April 5th, 2024

Position Status: Full Time (40 hrs per week)

The Organization

Since its inception in 1928, the Métis Nation of Alberta (MNA) has governed the Métis within Alberta. The MNA is led by a democratically elected Council. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Métis people through self-reliance, self-determination, and self-management. For more information about the MNA, visit <http://www.albertametis.com>.

The Opportunity

The Manager of Community Wellness, under the direction of the Senior Manager of Health, is responsible for the development, implementation, and evaluation of community wellness programs aimed at supporting the health and wellbeing of Métis Albertans. The Manager of Community Wellness oversees a team of front-line staff that work to coordinate and deliver community wellness programs in response to the priorities and experiences of Métis Albertans. In particular, this role will be responsible for the community wellness programs aimed at supporting Métis Albertans and their families to better access care, including programs offering navigation and advocacy support.

Key Responsibilities

- Manages and provides direction to a team of front-line staff; ensuring that programs are delivered according to projected timelines and adhere to best-practices, ethical principles, and values of the MNA.
- Performs supervisory duties, including hiring and training staff, building staff capacity, assigning job duties, and conducting performance reviews.
- Collaborates with the Senior Manager of Health and/or Director of Health to develop proposals and identify funding opportunities for community wellness programs and other initiatives.
- Ensures that programs align with the six principles of ethical Métis research and support self-determination of the MNA in program development, implementation, and evaluation.
- Responsible for the development and implementation of annual program workplans, including program spending and forecasting within a designated budget.
- Responsible for the development of new community wellness programs in collaboration with the Senior Manager of Health and/or the Director of Health.

- Oversees program evaluations, in collaboration with the Senior Manager of Health and/or Director of Health.
- Supports the creation and submission of abstracts, posters, and presentations for national and international conferences.
- Supports the creation of a communications strategy, in collaboration with the MNA Communications Department, to ensure appropriate reach of programs.
- Supports the dissemination of program and initiative outputs through reports and other knowledge translation products for the Métis community and other stakeholders.
- Supports community knowledge dissemination and health literacy through the development and implementation of province-wide community health events, including the annual MNA Health Forum.
- Fosters and maintains critical and collaborative partnerships in academic, health care, and other sectors/organizations.
- Develops relationships with the Métis community with the intent of informing existing and future community wellness programs and other initiatives.
- Other duties as required or assigned.

Skills & Competencies

This position requires a motivated, confident, and driven individual who is passionate about Métis wellness and culture and has excellent health promotion and leadership skills.

- Recognized strength in leading and engaging teams; creating a culture that promotes development of individual and organizational capacity.
- An in-depth understanding of the MNA and Métis culture.
- Exceptional verbal, written, listening, and interpersonal communication skills, with an ability to produce professional documents, reports, and presentations.
- Proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, industry, service providers, and community.
- Sound health promotion skills, including knowledge of health program planning and evaluation approaches.
- Experience with community-based program development and implementation.
- Sound project management skills.
- Sound facilitation and community engagement skills.
- Sound analytical and critical thinking skills, with an ability to identify issues and take initiative to implement creative and strategic solutions to overcome problems.
- Exceptional strategic planning skills, including an ability to establish short- and long-term plans to meet key program objectives.
- Ability to thrive in a dynamic and changing environment, including a demonstrated ability to prioritize tasks, manage time, and cope with stress effectively under tight and competing deadlines.
- Ability to produce engaging knowledge translation products for diverse audiences.
- Strong cultural sensitivity and ability to engage with community members in diverse settings.
- Ability to exercise discretion in handling confidential and politically sensitive information. Strong political sensitivity.

Qualifications

- Master's degree in a public health, social work, social sciences, or related field with a community development and/or community engagement focus; related experience may be considered.
- Minimum two years experience in a management role; project management training and/or front-line health and wellbeing management experience is an asset.
- Experience securing grant funding, managing programs or projects, budget forecasting, developing and evaluating community wellness initiatives, and collaborating as a member of a multidisciplinary team.
- Experience working in an Indigenous health and/or non-profit setting is an asset.

Other Requirements

- Ability to work a regular schedule of Monday to Friday 8:30am – 4:30pm, as well as occasional evenings and weekends, with advanced notice.
- Ability and willingness to travel within Alberta. Additional, less frequent out-of-province travel may also occur, with advanced notice.
- Reliable transportation and a valid Class 5 Driver's License.
- Must provide Criminal Record Check and Vulnerable Sector Check.

What We Offer

- An opportunity to work for the newly ratified Otipemisiwak Métis Government and be a part of the largest Indigenous Government in Canada.
- An opportunity to learn about Métis culture, languages, and art.
- Meaningful work in a fun and supportive work environment.
- Training and professional development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- 3 weeks paid vacation.

To apply for this opportunity, please submit cover letter and resumé online at <http://albertametis.com/careers/> on or before April 5th, 2024.

The Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted.