



DEHCHO FIRST NATIONS

PO BOX 89, FORT SIMPSON, NT X0E 0N0
TEL: (867) 695-2610 FAX: (867) 695-2038/2927
Toll Free: 1-866-995-3748
Website: www.dehcho.org



EMPLOYMENT OPPORTUNITY

Regional Health & Wellness Program Manager (Full Time – Term Position)

Under the direction of the Regional Health and Wellness Program Director, the Regional Health and Wellness Program Manager develops, plans, and manages regional health and wellness programs. A key management position of the team, the Program Manager leads the team to support DFN and its organizations in their programming needs.

Qualifications:

1. Post-Secondary degree or diploma in a health-related field OR equivalent combination of education, training, and experience.
2. Five years experience in healthy and wellness program management.
3. Two years experience leading teams.
4. Ability to implement and manage a financial budget, ensuring effective administration of funds.
5. Knowledge and experience of the use and application of computer software such as MS Word, Excel, PowerPoint and Sage Simply Accounting financial reports.
6. Experience in the preparation of final reports, written and financial, and preparation of service agreements and contracts.
7. Expertise in representing the organisation and the division with multiple stakeholders: including communities, universities, contractors, and government.

Additional Requirements

This is a highly sensitive position, a vulnerable sector check is required

This position offers a mandatory benefits package of group insurance & pension plan, including paid leave upon successful completion of probationary. A job description is available upon request.

Only serious candidates need apply.

Closing date: **August 16, 2024, at 5:00 pm**

Address cover letter to: **Hiring Committee**

Please forward applications to: **Sr. Executive Administrator
Dehcho First Nations
P.O. Box 89, Fort Simpson, NT X0E 0N0
Fax: (867) 695-2927
Email: sr_exec_admin@dehcho.org**

Only those selected for further consideration will be contacted.