



IDENTIFICATION

Department	Position Title	
NTHSSA	Child, Family and Community Wellness Project Lead	
Position Number	Community	Division/Region
48-17838	Yellowknife	Child, Family, and Community Wellness/HQ

PURPOSE OF THE POSITION

The Child, Family and Community Wellness Project Lead provides strategic leadership, coordination, and oversight for a territorial family skills strengthening initiative within the Child, Family and Community Wellness Division. This role supports the development and implementation of culturally grounded, prevention-focused approaches that strengthen family capacity and improve outcomes for children, youth, and their families.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider for all health and social services (HSS) in the Northwest Territories (NWT), with the exception of Hay River and Tẖcẖ regions, covering 1.2 million square kilometer and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous. HSS includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 HSS staff.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

Cultural safety is an outcome where Indigenous peoples feel safe and respected, free of racism and discrimination, when accessing health and social services. Relationship-based care is fundamental to cultural safety because it prioritizes the need for trusting, caring and ongoing relationships between patients and clients with providers. Embedding a culturally safe approach in Health and Social Services has been identified as critical to supporting equitable access to care with the long term goal of improving health outcomes for Indigenous peoples.

For Indigenous residents of the NWT, who represent over 50% of the population, these shifts are particularly significant because despite some improvements over time, there remains significant



disparities in their overall health status in comparison to non-indigenous residents. Health disparities are largely attributed to inequalities in the social determinants of health, which for Indigenous residents include the legacies of colonization and systemic racism. Indigenous families and their children are disproportionately overrepresented in the Child and Family Services system. Most of the children who are involved with Child and Family Services are Indigenous, a fact that can be attributed both to the historical legacies and systemic racism as mentioned above, but also to the lack of culturally safe and accessible supports. These factors have impacted the way health and social services are delivered and accessed by Indigenous peoples in the NWT, contributing to additional complexities in Indigenous health disparities. When Indigenous peoples feel culturally safe after interacting with staff in the Health and Social Services system, they are more likely to access care when needed, leading to improved health outcomes.

Located within the Northwest Territories and open to candidates across all communities, this position reports to the Territorial Manager, Prevention and Preservation. The Project Lead is responsible for coordinating a multi-year, multi-partner initiative delivered across several communities throughout the Northwest Territories, working collaboratively with partners and stakeholders to support successful implementation and community-based outcomes.

Working in partnership with McMaster University, the Project Lead will collaborate with internal teams, community partners, and stakeholders to guide project planning, implementation, evaluation, and knowledge sharing. The position plays a key role in advancing family skills strengthening approaches that support children, youth, and their families, enhance protective factors, and contribute to the prevention of child maltreatment through evidence-informed and culturally responsive practices.

For the duration of the project, this position requires regular travel throughout the Northwest Territories to support community engagement, relationship building, project implementation, and delivery of the family skills strengthening initiative across multiple regions. The successful candidate must have the ability and willingness to travel to NWT communities and remain away from their home community for periods of up to seven (7) consecutive days at a time, as required.

The position works closely with Child, Family and Community Wellness staff, the Northwest Territories Health and Social Services Authority (NTHSSA), Indigenous governments, Elders and Knowledge Holders, and external research partners to support implementation of prevention programming within existing service delivery structures.

The Project Lead provides functional coordination of project activities across multiple communities, including remote and fly-in locations, and advises management on implementation challenges, risks, and opportunities. The position does not have direct supervisory responsibilities but provides leadership to project participants and service

providers.

The work is conducted within the framework of:

- Child and Family Services Act
- GNWT Financial Administration Act and policies
- Access to Information and Protection of Privacy legislation
- Research ethics standards and Indigenous data governance principles

RESPONSIBILITIES

1. Leads territorial project implementation to advance child maltreatment prevention outcomes.

- Provides leadership and oversight for the implementation of a multi-year, territorial family skills strengthening initiative.
- Develops and manages project plans, timelines, milestones, and deliverables in alignment with funding agreements, departmental priorities, and strategic objectives.
- Monitors project progress, evaluates performance, and identifies opportunities to improve implementation and achieve intended outcomes.
- Identifies project risks, develops mitigation strategies, and supports adaptive approaches to address emerging needs and challenges.
- Ensures alignment with applicable legislation, policies, program frameworks, and evidence-informed practices.

2. Builds and coordinates partnerships to support integrated, collaborative service delivery.

- Establishes and facilitates a territorial Working Group to guide project implementation, collaboration, and shared decision-making.
- Develops and maintains meaningful relationships with Indigenous governments, Elders, Knowledge Holders, community organizations, and service providers.
- Collaborates with the Northwest Territories Health and Social Services Authority (NTHSSA), departmental divisions, and external partners to support coordinated and integrated service delivery.

Represents the division in interdepartmental, territorial, and multi-sectoral initiatives related to prevention, family strengthening, and child and family wellness.

3. Leads community engagement and co-development processes to support culturally grounded programming.



- Plans, facilitates, and supports community-based engagement sessions, workshops, and consultations across the Northwest Territories.
- Creates opportunities for meaningful participation from caregivers, children, youth, families, service providers, and community partners.
- Supports integration of Indigenous knowledge, practices, and culturally relevant approaches into program design.
- Promotes approaches that are trauma-informed, culturally safe, strengths-based, and responsive to community needs.

4. Oversees integration and delivery of program activities within Child, Family and Community Wellness services.

- Supports the co-development and implementation of family skills strengthening resources, tools, and program supports.
- Supports the integration of project activities into Family Preservation and prevention-focused programming.
- Coordinates training, coaching, and implementation support for community-based staff delivering the intervention.
- Monitors fidelity and quality of program implementation.

5. Coordinates evaluation and reporting activities to support evidence-informed decision-making.

- Coordinates project evaluation activities, including data collection and reporting.
- Ensures compliance with research ethics and privacy requirements.
- Supports analysis and application of evaluation findings to improve programming.
- Contributes to the development of evidence to inform policy and program decisions.
- Contributes to the development and sharing of knowledge related to prevention and family strengthening approaches.

6. Supports knowledge mobilization and sustainability to strengthen long-term program impact.

- Develops and implements knowledge mobilization plans, including reports, tools, and presentations.
- Provides regular reporting to funders, senior management, and partners.



- Supports development of strategies for long-term sustainability and territorial scale-up.
- Ensures knowledge sharing across regions, programs, and stakeholders.

7. Provides administrative and financial oversight

- Monitors project expenditures and ensures compliance with GNWT financial policies.
- Supports budget tracking, forecasting, and reporting.
- Coordinates project logistics, including travel, meetings, communications, and stakeholder activities.
- Maintains documentation and records in accordance with GNWT standards.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be required to manage multiple priorities, competing deadlines, and complex stakeholder relationships in a high-profile project environment.

The incumbent will be required to travel to remote and fly-in communities, involving extended travel (3–5 days per trip) approximately 6–10 times per year

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of GNWT health and social services systems, policies, and legislation
- Knowledge of child welfare, prevention, and family support services
- Knowledge of Indigenous cultural safety and trauma-informed approaches
- Knowledge of project management and program evaluation principles

Skills

- Project management and coordination skills
- Facilitation and stakeholder engagement skills

- Written and verbal communication skills
- Organizational and time management skills

Abilities

- Ability to build and maintain effective relationships with diverse stakeholders
- Ability to work effectively in cross-cultural and community-based environments
- Ability to manage competing priorities and meet deadlines
- Ability to analyze issues and apply sound judgment
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Bachelor's degree in Social Work, Public Health, Community Development, or a related field, and 2 years of progressively more responsible experience in project management, program delivery, or child and family services in a community-based or government setting.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 READING COMPREHENSION:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 WRITING SKILLS:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred