



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Team Lead, Community Development & Wellness Planning	
Position Number	Community	Division/Region
49-14041	Fort Simpson	Community, Culture, and Innovation

## PURPOSE OF THE POSITION

The Team Lead, Community Development & Wellness Planning, through the development of strong intergovernmental and community-based relationships, supports communities in the development, implementation and reporting of community based wellness programs. The incumbent also plays a leadership role in the identification and integration of other programs that support community wellness plans to achieve local goals that improve health and wellness outcomes for the communities they serve.

## SCOPE

Located in Fort Simpson, the Team Lead, Community Development & Wellness Planning (“the Team Lead”) leads a multidisciplinary team of consultants working remotely to encourage and support community development related to health and wellness. The position reports to and is supported by the Manager, Social Determinants, Innovation and Public Participation (“the Manager”).

The incumbent offers customized services that enhance the capacity of community health and wellness leaders, organizations, community and Indigenous governments primarily in the Dehcho region, and is a support to all NWT communities in coordination with two other regional Community Development and Wellness Planners and other staff in the Community, Culture, and Innovation division.

The incumbent is co-located in the Health and Social Services Authority and plays a lead role in wellness initiatives in the Dehcho region. As a supervisor of a collaborative team of 2 Community Development & Wellness Planners located in different regions of the Northwest

Territories (NWT), this position also provides a supporting role to their counterparts' leadership of wellness initiatives in other NWT regions and communities.

Building healthy and vibrant communities calls for collective action. Complex community issues are most effectively addressed through community members and government working together within the community to develop program delivery skills/planning expertise and identification of resources available to address community issues and vision for the future. In accordance with community development principles and program management best practices, the incumbent builds and maintains close relationships with community based service providers to ensure emphasis on community and program priorities to support wellness.

The work is accomplished by promoting and facilitating community participation in developing solutions to local health and wellness issues. The position provides significant support to community Indigenous governments and their wellness program staff. This support is in the areas of program planning development, implementation and reporting. The work is conducted through interactions with community based organizations, bands, Indigenous governments as well as Departmental staff, Health and Social Services Authorities (HSSAs), and other GNWT departments. These functions require constant communication with clients, with internal deadlines established by the strategic and business plan and federal government reporting timelines.

These solutions will articulate a community vision for health and wellness that integrates promising practice, community capacity, community-based health status with a measurable health and wellness community outcome. This is achieved through the development of multiyear community wellness plans and the further development of multiyear work plans. These work plans serve as the basis for multiyear block funding administered by the Department of HSS. This funding is part of the Northern Wellness Agreement between the GNWT and Indigenous Services Canada. In addition, these plans will serve to provide the framework for communities to access other sources of wellness and social program funding. Supporting the continued development and delivery of the community based plans and subsequent improved health outcomes will be the key measure of success of this position. The incumbent works with departmental staff on strategic planning activities and prepares reports and recommendations for the Manager, providing alternatives and options for dealing with issues.

The Team Lead, Community Development & Wellness Planning is accountable for leadership in developing community wellness program standards, policies and guidelines to ensure high quality programs. This position supports the Manager, Social Determinants, Innovation and Public Participation in the implementation and maintenance of an annual budget of approximately \$9 million. Several projects and activities are managed simultaneously, working with community, regional and Indigenous organizations, to ensure effective and efficient functioning of the Northern Wellness Agreement portfolio. The Team Lead, Community Development & Wellness Planning is also responsible to ensure all programs, where applicable, are delivered in accordance with GNWT Acts, regulations, policies and departmental procedures.

The NWT HSS system, comprised of the Department of Health and Social Services (DHSS) and three health and social services authorities (the Northwest Territories Health and Social Services Authority, Tłıchǫ Community Services Agency, and Hay River Health and Social Services Authority), is responsible for the strategic direction and delivery of health and social services in the NWT, spanning 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, and Metis (collectively referred to as Indigenous peoples), and non-indigenous persons. Health and social services 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 health and social services staff.

Since 2013, the HSS system has been engaged in a strategic renewal process. This began with System Transformation, a multi-year, community engagement-driven process to develop a model for an integrated health and social services system. The resulting changes to the system's governance structure have enabled a one-system approach, allowing for greater efficiency and integration while better respecting the unique contexts and strengths of the NWT's distinct regions and cultures.

Building on the results and momentum of System Transformation, the strategic renewal effort has now begun a process of Primary Health Care Reform (PHCR) to shift the system and its care models towards a team and relationship-based approach that is driven through public participation, community feedback, and data; and built upon a foundation of trust and cultural safety. Using a community development approach, PHCR is changing the way the system works with people and communities at every level, to enable public participation in priority setting, planning, and design that integrates the social determinants of health. PHCR is the system-wide initiative being used to implement the vision of a culturally safe and relationship-based HSS system.

The Community, Culture, and Innovation (CCI) division is responsible for driving this work across the HSS system, for demonstrating and modeling this new way of working, serving as a centre of excellence for staff at all levels across the HSS system, and for monitoring and evaluation of progress.

The Social Determinants, Innovation and Public Participation Unit (the unit) is comprised of strategists, experts, and innovators who assist government leaders, public servants and front-line staff to transform health and social services programs, processes and people through creative design and solutions informed by community wisdom and priorities and cutting edge best practice. The unit functions as a design and innovation lab to create models, policies, and processes by applying a systemic lens to complex problems; conducting research and engagement with clients, community members, policymakers, and front-line staff; prototyping and testing improved policies and services; and supporting the implementation and stewardship of new initiatives.

A cultural safety approach acknowledges that multiple complex factors compound and drive Indigenous health inequities. Historical factors, such as colonization and racism, are well documented social determinants of health for Indigenous peoples. In addition to health

implications, historical factors have manifested as systemic racism within mainstream health and social services resulting in inequities in access to services and the quality of care received. Cultural safety is an outcome where Indigenous peoples feel safe and respected, free of racism and discrimination when accessing health and social services. CCI divisional staff are expected to honour and promote a culturally safe environment at all times and to interact with clients and families, community members, partners and colleagues in a relationship-based approach. This involves being tactful, respectful and humble in order to develop and maintain ongoing and trusting relationships. The incumbent will work at the frontline of the GNWT's efforts in anti-racist approaches, routinely identifying and addressing both conscious and unconscious bias and discrimination at the individual and systemic levels.

## **RESPONSIBILITIES**

### **1. Leads and supervises the Community Development and Wellness Planning team by communicating community innovations, opportunities and gaps, and, establishing a coordinated response and delivery of strategic initiatives identified by the Manager, Social Determinants, Public Participation and Innovation.**

- Provide supervision, establish opportunities for reflection, and identify learning needs.
- Plan and coordinate yearly workplans, data collection, information exchange, and reporting mechanisms.
- Coordinate work assignments and workload distribution within the team.
- Conduct performance evaluations as outlined by the Department of Finance.
- Remain current on related programs and models from other jurisdictions, and other GNWT departments.
- Provide advice to the manager concerning relevant issues and related public policy matters.

### **2. Leads the ongoing development, monitoring and evaluation of community and regional wellness plans and their implementation.**

- Coordinate community-based dialogue regarding health and wellness planning.
- Develop partnerships with community and Indigenous governments, departmental staff, health and social services authorities, other GNWT departments, territorial non-government organizations, the private sector, and the public.
- Research and provide information on current programs and services including current community health status.
- Lead the discussion on integration of strategic initiatives at the community and regional level.
- Provide facilitation, consultation and skill development services in areas such as strategic planning, community collaboration and partnerships, board development, and public participation processes.
- Support the identification of specific target outcomes.
- Support the development of appropriate monitoring, evaluation, assessment, documentation, and reporting mechanisms on specific program activities and outcomes.
- Monitor and evaluates regional and community-based projects and plans.

- Contribute to the drafting of the annual Northern Wellness Agreement Report required by Indigenous Services Canada.
  - Provide input and advice to the Manager, Director, and Senior Indigenous Research and Evaluation Specialist on the Northern Wellness Agreement Monitoring and Evaluation Plan.
- 3. Manages the allocation of \$6 million in Community Wellness Initiatives Formula Funding in the NWT by functioning as the main point of contact for funding recipients, ensuring timely distribution of funds as well as accurate and timely reporting and accountability.**
- Assist communities to develop Wellness work plans in line with Community Wellness Plans, the Department's strategic directions, and Federal funding guidelines.
  - Review Wellness work plans and associated budgets, and work with communities to finalize prior to submitting to the Department for processing.
  - Monitor approved proposals and Contribution Agreements to ensure funds are spent as proposed.
  - Assist communities in the identification of additional funding opportunities in the wellness area.
  - Assist with proposal preparation to ensure funding is used appropriately to improve health and wellness.
  - Ensure community based organizations and funding recipients are aware of and understand responsibilities associated with Contribution Agreements.
  - Assist recipients in the monitoring and evaluation of their wellness programs to ensure they are meeting stated goals and provide support for changes to program priorities and activities.
  - Consult with regional partners, communities and organizations to evaluate and update programs.
  - Maintain accurate and up to date records of all community based programs and contribution agreements in the region.
- 4. Provides strategic advice on to the development, implementation, monitoring and evaluation of the Territorial Health and Wellness Plan and the departmental strategic plan.**
- Provide expert program advice and guidance to regional health and social services authorities, departmental staff and other stakeholders regarding community wellness issues.
  - Act as a liaison with the Department and maintains regular contact with the CCI team and the Office of the Chief Public Health Officer regarding wellness programs in the regions.
  - Conduct program evaluation to support client groups and act as a resource to communities on programs and initiatives.
  - Develop long-range plans, programs and strategies within the context of health promotion, community wellness and community development.

- Collect and reviews statistics and other information related to community wellness and other lifestyle information delivered by Indigenous organizations to assess modifications and improvements to program delivery.
  - Review public policies including by-laws concerning related health and wellness issues.
  - Develop policies, guidelines, standards and reporting systems.
- 5. Develops effective communication strategies to keep all stakeholders and the public informed of issues concerning community wellness and community development.**
- Develop communications and promotion strategies that are appropriate for the development of community based plans.
  - Draft correspondence, briefing notes and reports.
- 6. Provides advices on effective training and skill development programs in order to increase community and regional capacity as related to Wellness Programs.**
- Consult with partners to identify and analyze training and skill development needs.
  - Research and adapt training programs from other jurisdictions.
  - Develop training programs as required, advise partners on various types of training available, work with partners to access funding for training and development, and evaluate training and development programs.
- 7. Contributes to the efforts of the CCI division by showcasing public service excellence, upholding values and priorities identified by Indigenous people and communities, and, committing to a continuous practice of self-reflection and whole person development.**
- Contribute expertise and represent the CCI Division in internal and external forums, public participation activities, and priority-setting discussions to identify issues and innovative actions required to transform and integrate the HSS system.
  - Foster an environment of community and continuous learning, discovery, joy and solidarity by facilitating and participating in collaborative spaces for divisional staff to carry out day to day work and onboarding.
  - Establish and/or participate in local and cross-jurisdictional communities of practice to enhance training, knowledge exchange and translation, scaling, and sustainability of key initiatives.
  - Contribute to curriculum development and act as a trainer and/or facilitator for the promotion and/or delivery of cultural competency training.
  - Provide feedback on a variety of written documents from across the HSS system using an equity, cultural safety, anti-racism, family-centered and/or trauma informed lens.
  - Develop an awareness of individual positionality within the work, and a commitment to the necessary and ongoing inner and organizational work required to show up meaningfully with humility.
  - Showcase a growth mindset and navigate discomfort with curiosity and confidence.
  - Seek opportunities to develop and maintain knowledge and practice of Indigenous values and cultures, in a manner appropriate to the individual and position.

## **WORKING CONDITIONS**

### **Physical Demands**

During engagement activities and training sessions the incumbent will assemble and transport meeting supplies and assist with the set-up of meeting locations.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands

### **Mental Demands**

The position engages in topics that include interpersonal and systemic racism, and the intergenerational individual and community impacts of colonization, including the legacy of residential schools. Expectations to be culturally and politically current can be stressful. Tight deadlines and urgent situations may significantly increase the stress level of the position.

Travel to NWT communities will be required approximately 12 times per year for approximately 3-5 days per occurrence.

Co-location and reporting remotely to the day-to-day supervisor in Yellowknife will require additional communication efforts.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Expert knowledge of community development models, programs, priority issues and strategies.
- Specialized knowledge of health, lifestyle and wellness programs, services, standards and related activities.
- Knowledge of relevant funding sources for the purposes of health and wellness programming and activities.
- Knowledge of colonial history and contexts for understanding inequities (social determinants of health) in health outcomes and access to health and social services, including but not limited to the residential school system and systemic racism.
- Knowledge of the Truth and Reconciliation Commission of Canada Final Report and Calls to Action, the National Inquiry into Missing and Murdered Indigenous Women and Girls Final Report, the United Nations Declaration of the Right of Indigenous People.
- Knowledge of the health and social services systems within the NWT, including programs, delivery models, and the socio-political and cultural environments.
- Maintain a working understanding of the social determinants of health for Indigenous peoples, and the context and enabling environments in which programs and services operate.
- Working understanding of and experience with public participation, health improvement, and project management methodologies.

- Maintain a working understanding of Cultural Safety and Anti-Racism frameworks.
- Ability to think analytically, strategically, conceptually.
- Ability to address situations using problem solving and time management skills.
- Ability to operate word processing, internet, electronic mail and desk top publishing programs.
- Ability to work effectively independently as well as with others by using leadership, guidance, listening and verbal communications skills, and relationship building skills.
- Ability to communicate clearly on a variety of subjects in plain language both written and verbal.
- Ability to maintain the goodwill of clients, colleagues and co-workers is essential.

**Typically, the above qualifications would be attained by:**

A bachelor's degree in Health, Social and Community Development related specialty areas with 3 years related employment experience and experience living and working in a cross cultural environment.

**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