



Job Opportunity: Manager of Community Wellness

Position Summary:

The Manager of Community Wellness provides hands-on operational leadership for YFN's community services, social development, child and family services, community wellness and community development programs. Reporting to the Director of Health and Wellness, the Manager translates departmental priorities into effective day-to-day services and ensures staff, programs and community supports are coordinated and responsive.

A major focus of the position is strengthening YFN's capacity to support children, youth, families and community members, including prevention, family preservation, child protection involvement, Income Assistance, social development, community participation and community capacity building. The Manager supports community development planning, identifies barriers and opportunities, connects members to education and training pathways, and helps remove barriers to participation.

The Manager must be flexible, relationship-based and comfortable working directly in a small, semi-remote First Nations community where service needs often cross traditional program boundaries.

Duties and Responsibilities:

Day-to-Day Community Services Management

- Manage daily operations of assigned community health, wellness, social and community development programs.
- Translate Director-approved priorities into staff work plans, schedules, activities and measurable deliverables.
- Ensure members receive timely, respectful, coordinated and culturally safe services.
- Assign and monitor staff responsibilities, troubleshoot operational problems and ensure follow-up occurs.
- Coordinate supports when multiple programs, departments or outside agencies are involved with the same individual or family.
- Keep the Director informed of significant risks, emerging needs, service gaps and issues requiring senior intervention.

Child and Family Services

- Lead YFN's operational involvement in child and family services.

- Attend MCFD, CSFS and other child protection, prevention and family service meetings on behalf of YFN as authorized.
- Coordinate YFN supports for children and families involved with child welfare systems.
- Support prevention, early intervention, family preservation, reunification and culturally meaningful connections for children in care.
- Coordinate family visits and practical supports for parents, caregivers and children.
- Advocate for culturally appropriate, family-centred and least-disruptive approaches.
- Escalate significant protection, legal, jurisdictional, safety or organizational concerns to the Director.

Social Development and Income Assistance

- Oversee the administration of YFN's Income Assistance and social development programs in accordance with applicable policy, funding and reporting requirements.
- Supervise staff involved in Income Assistance administration and member support.
- Ensure applications, eligibility reviews, documentation, payments, records and reporting are accurate, timely and confidential.
- Help members understand available benefits, programs and pathways to additional supports.
- Connect members experiencing financial hardship with appropriate food, housing, health, family, employment, education and emergency supports.
- Identify recurring barriers affecting Income Assistance clients and develop practical, culturally appropriate responses.
- Support members in identifying goals related to stability, wellness, community participation, education, employment or increased independence, where appropriate.
- Monitor program spending, caseload trends, funding requirements and reporting and bring significant policy or funding issues to the Director.

Community Development and Capacity Building

- Lead community development activities within the Health & Wellness portfolio, with a focus on building local capacity, participation, resilience and self-sufficiency.
- Work with community members, Elders, youth, families and leadership to identify strengths, needs, interests and practical opportunities within Yekooche.
- Develop initiatives that build confidence, leadership, life skills, volunteerism, community participation and readiness to take on greater roles within the Nation.
- Identify opportunities to train, mentor and support community members to eventually deliver programs and services currently provided by outside contractors or organizations, where feasible.
- Support youth and adults to connect with education, certification, employment and training opportunities through appropriate referrals and cross-department collaboration.
- Work with the Education Department to identify member needs and barriers related to adult education and pre-employment training.

- Support members to overcome practical barriers to participation, such as transportation, documentation, access to technology, scheduling, child care, or navigation of service systems.
- Support community-led initiatives related to food security, community kitchens, gardens, healthy recreation, cultural activities, family strengthening, wellness, community safety and social connection.
- Identify community members with skills, knowledge or leadership potential and create opportunities for them to contribute to programs, events, committees, mentorship or community projects.
- Build partnerships with other YFN departments and external organizations that strengthen community capacity.

Prevention, Family Wellness and Community Supports

- Coordinate operational delivery of family support, prevention, addictions and recovery supports, treatment coordination, mental health and wellness supports, violence and abuse prevention, grief and loss programming, cultural wellness, youth and Elder supports, food security, outreach, recreation and community wellness initiatives.
- Coordinate with CSFS and other providers so Yekooche services complement rather than unnecessarily duplicate contracted services.
- Ensure members are connected to appropriate internal and external supports and referrals.

Staff Supervision and Team Leadership

- Provide regular one-on-one supervision, work planning, task assignment, scheduling and coverage.
- Review timesheets, coordinate routine leave requests and support staff travel and operational logistics within delegated authority.
- Lead staff meetings, onboarding, coaching, mentorship, performance development and professional development planning.
- Address routine conflict, performance and workplace issues promptly and escalate significant HR matters to the Director.
- Promote clear boundaries, accountability, confidentiality, teamwork and respectful service.

Member Support and Service Navigation

- Help members navigate health, social, child/family and government systems.
- Coordinate routine treatment, recovery, counselling and family support referrals.
- Support staff with complex cases and ensure vulnerable members do not fall between service systems.
- Escalate high-risk, high-complexity or systemic cases to the Director.

MCFD, CSFS and Service-Provider Coordination

- Serve as the primary operational contact for day-to-day child, family, prevention and community service matters involving MCFD, CSFS and other agencies.
- Attend case, planning and coordination meetings as required and ensure commitments and follow-up actions are completed.
- Document recurring service gaps and bring systemic concerns, funding issues, major disputes, jurisdictional issues or matters requiring senior advocacy to the Director.

Program Budgets, Funding Deliverables and Administration

- Manage assigned program budgets within delegated authority and monitor spending and deliverables.
- Prepare purchase requests, maintain supporting documentation and work with Finance on coding, reconciliation and variance review.
- Track funding deadlines, reporting requirements and program commitments.
- Gather data and documentation, draft routine program reports and contribute to grant applications, renewals and amendments.
- Maintain organized, confidential and audit-ready records.

Community Presence and Engagement

- Maintain a visible, approachable and consistent presence in the community.
- Build trusting relationships with members, Elders, youth and families and create accessible opportunities for community input.
- Participate in community events and activities and encourage community members to take active roles in planning and delivery.
- Communicate program information in clear, accessible language.
- Travel to Prince George, Fort St. James, Vanderhoof and other locations as required for member, program and partnership needs.

Other:

- Perform other related duties as assigned by the Director of Health and Wellness.

Qualifications:

Education and Experience:

- Bachelor's or Master's degree in Social Work.
- Current registration and good standing as a Registered Social Worker.
- Experience working in child and family services, community social services, prevention, mental health/addictions, social development or related services.
- Experience working with Indigenous children, families and communities.
- Demonstrated supervisory, management or team leadership experience.

Knowledge, Skills and Abilities:

- Experience working with MCFD and/or a Delegated Indigenous Child and Family Services Agency.
- Knowledge of Indigenous child and family services, prevention and family preservation.
- Experience administering Income Assistance or other social development programs.
- Experience in community development, community engagement or capacity building initiatives.
- Experience working in rural or remote First Nations communities.
- Knowledge of funding programs supporting First Nations children, families and community wellness.
- Understands the historical and ongoing impacts of colonization, residential schools, intergenerational trauma and systemic discrimination.
- Understands how housing, transportation, poverty, food security, geography, family disruption and other social determinants affect health and wellness.
- Works from culturally safe, trauma-informed, strengths-based and family-centred perspectives.
- Recognizes the importance of keeping Indigenous children connected to family, culture and community.
- Flexible and practical rather than rigidly bureaucratic and can adapt to changing community needs.
- Builds relationships while maintaining strong professional boundaries, confidentiality and accountability.
- Responds calmly to crises and sensitive situations and knows when to escalate concerns.
- Listens to and learns from Yekooche members, Elders and leadership.
- Works collaboratively across departments and respects the defined roles of Education, Finance, Administration and other Yekooche teams.

Conditions of Employment:

- Clear Police Information Check with Vulnerable Sector Check.
- Valid BC Driver's License with an acceptable driver's abstract.
- Ability to travel to meetings and events as required.
- Must be willing and able to travel to, stay in, and work in Yekooche, BC, a minimum of three days per week, except when approved travel, training, leave or operational requirements require otherwise.

Benefits:

- A comprehensive group benefits plan, including extended health and dental will be available at the beginning of employment.
- Optional RRSP or RPP at the start of employment, with employer matching up to 5%.
- Vacation, statutory holidays and leave are provided in accordance with Yekooche First Nation policies and applicable legislation.
- Relocation assistance.

Employment Details & How to Apply:

Send your resume and cover letter to: hr@yekooche.com

Deadline to Apply: September 29, 2026

Employment Type: Full-Time, Permanent, Salaried

Salary: \$82,000.00 - \$105,000.00 Annually

Work Location: Yekooche First Nation (YFN) – Yekooche, BC and Prince George, BC.

Schedule: Standard schedule is 70 hours per bi-weekly pay period. Regular hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., with a 40-minute unpaid lunch break. Payday Friday is a half day (8:30 a.m. to 12:30 p.m.) and is included within the 70-hour bi-weekly schedule. Work hours may vary due to meetings, events, and travel to the community.