



NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL IS
SEEKING QUALIFIED APPLICANTS FOR THE POSITION OF

HEALTH & WELLNESS MANAGER

Under the general direction of the NBAPC Executive Director the Health & Wellness Manager will:

- Oversee the strategic development, implementation and maintenance of service delivery and intervention practices to support health and wellness.
- Administer the 2021 COVID 19 emergency response to Indigenous peoples who live off reserve.
- Gather data and information and use that information to determine steps to be taken to enhance the success of a health and wellness program.
- Help to educate groups and individuals in health and wellness.
- Prepare, manage and justify budgets; monitor expenditures; and ensure adherence to budgetary approvals, policies and guidelines.
- Manage health and wellness information on the Internet or other communication media.
- Develop a method and procedure for engaging with key stakeholders.
- Act as a liaison person between the NBAPC and the Federal and Provincial Government Departments involved in the delivery of health and wellness and provide information and guidance to these as requested.
- Provide direct supervision to support workers.
- Maintain a reporting system for pertinent information necessary to manage the program (e.g., data on clients, services rendered)
- Ensure all reporting requirements are met including quarterly, yearly and other reports as required by agreements, Executive, and Board.
- Research and propose health and wellness initiatives / services which will improve upon the impact of health and wellness activities.

·Ensure health and wellness programs and initiatives are aligned with NBAPC strategic direction, objectives and culture, in compliance with applicable requirements.

·Other related duties as required to meet the aims and objectives of NBAPC.

·**Application deadline: June 25, 2021**

·How to apply: Send your resume, cover letter, and the names of three reference to adminassistant@nbapc.org or Mail or drop off your package at 320 St Mary's Street, Fredericton, NB, E3A 2S4. We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.