



Director of Wellbeing- 107-25-1
Wellbeing, Service Excellence
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **June 18, 2025**, for the **Director of Wellbeing** with **Wellbeing, Service Excellence**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Director of Wellbeing** reports to and works under the direction and supervision of the Executive Director of Service Excellence.

Type	Full-Time
Closing Date	June 18, 2025
Hours of Work	35 Hours per week
Wage	TBD

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Bachelor degree (Master's preferred) in a regulated health profession (ie. nursing, social work, occupational therapy, behavioural therapy etc.) AND five
- (5) years of senior level management experience related to clinical health services; OR
- Bachelor degree (Master's preferred) in public health, business administration, economics, commerce, marketing, finance or related field AND five (5) years of senior level management experience related to clinical health services: OR
- College diploma in a health or business related field AND ten (10) years of senior level management experience related to clinical health services
- Understanding of health legislation requirements, government policies and procedures at the Regional, Provincial and Federal levels related to healthcare delivery
- Demonstrated leadership skills in problem-solving, decision-making, conflict resolution, negotiation, communication, delegation, critical thinking, team building and interpersonal skills.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



- Effective communication skills both verbally and in writing

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out Khwahish Taneja, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Director of Wellbeing – Full-Time – 107-25-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

**POSITION TITLE: Director of Wellbeing REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Executive Director of Service Excellence. This position also works collaboratively with all directors and managers and Senior Leadership Team (SLT) of Six Nations of the Grand River Elected Council (SNGR) and staff.

PURPOSE AND SCOPE OF THE POSITION:

The Director of Wellbeing is responsible for providing leadership, oversight and direction to SNGR clinical programs which includes the Family Health Team, Mental Health and Substance Use Services, Health Promotion, Long Term Care, Palliative Care, Child & Youth Services, and Rehabilitative Services.

The incumbent will collaborate with executive leaders, directors, managers and other stakeholders to develop operational plans, performance goals and financial budgets for the department. The role will involve analyzing current operational processes, policies and resources and recommending solutions for improvement of efficiency when necessary. The Director of Wellbeing will provide leadership that is aligned and supportive of SNGR organizational strategies and the 2019 Community Plan including any future editions/updates.

KEY DUTIES & RESPONSIBILITIES:**1. TECHNICAL FUNCTIONS**

- Plan, organize, direct and manage all services within the Wellbeing department which are aligned with SNGR policies and procedures
- Ensure operations are properly resourced and being utilized most efficiently (funding, human resources, supplies, technology e.g.)
- Provide leadership, direction and support to employees through effective communication and managing employee performance as necessary Ensures compliance with clinical standards, regulatory and legislative requirements and occupational health and safety procedures
- Develop short term and long-term program workplans which are aligned with the SNGR policies and procedures and the Six Nations Community Plan
- Monitor government policies and legislative changes that may impact SNGR and offers recommendations to the SLT on the issues
- Responsible for understanding the roles of interdisciplinary team members, their professional responsibilities and areas of expertise
- Responsible for emergency planning and coordination of Wellbeing services according to the community Emergency Plan
- Contributes to a culture of safety, accountability and employee engagement.

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2. ADMINISTRATIVE FUNCTIONS

- Research and prepare statistical, financial and other reports as required
- Collaborate with the SLT on budgeting, forecasting and resource allocation for programs
- Develop effective measurement tools to assess efficiency and effectiveness of internal and external processes
- Work closely with SLT to create, implement and evaluate workplan and operational processes

3. COMMUNICATION AND LIAISON FUNCTIONS

- Lead regular team meetings and individual staff check ins to ensure consistent flow of communications, understanding of workplans and providing effective feedback
- Participate in regular team meetings and check ins with supervisor to provide departmental updates, recommendations and receive feedback on strategic and operational direction
- Liaise with Federal, Provincial and Regional Health authorities
- Prepare briefing notes, memos, reports and updates as required
- Attend meetings and provide program updates to Elected Council as required
- Creates a supportive learning environment for staff which maximizes professional development opportunities and builds internal capacity
- Represents SNGR and the Six Nations community in a positive, cooperative and professional manner

4. OTHER FUNCTIONS

- Other duties as assigned or deemed necessary within the purpose and scope of the position
- Attend meetings of appropriate and relevant committee
- Attend Council meetings and workshops as directed.

WORKING CONDITIONS:

The work environment is subject to high public profile, and interaction and engagement with the public who may be hostile and/or irate

The work may be subject to quick deadlines, interruptions, and unscheduled work hours. Must have the ability to take direction, prioritize, and work independently within multiple demands and within time restraints. Must maintain confidentiality of patient records, employee records and internal SNGR operations



WORKING RELATIONSHIPS:

- Reports to the Executive Director of Service Excellence
- Provides service, support, advice and recommendations to the operational leaders (Executive Directors and Directors) around policy development and implementation
- Relies on SNGR Core Services for data, information and support
- Provides leadership, guidance, support and direction for direct reports as well as all staff members within the Wellbeing department

KNOWLEDGE AND SKILLS:

- Bachelor degree (Master's preferred) in a regulated health profession (ie. nursing, social work, occupational therapy, behavioural therapy etc.) AND five
- (5) years of senior level management experience related to clinical health services; OR
- Bachelor degree (Master's preferred) in public health, business administration, economics, commerce, marketing, finance or related field AND five (5) years of senior level management experience related to clinical health services: OR
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- Effective communication skills both verbally and in writing

OTHER EXPERTISE REQUIRED

- Demonstrated interpersonal skills
- Ability to take direction, prioritize tasks, work independently and cope with many competing demands
- Proven leadership skills in facilitating and managing organizational change
- Understanding of key business processes (goal setting, evaluation, financial management, human resources, performance management, quality and risk, operational improvement and customer service)
- Commitment to SNGR values, culture, community bylaws and standards
- Proficiency in computer skills and Microsoft office - MS Word, Excel, PowerPoint, Outlook



KEY PERFORMANCE MEASURES

- Annual Wellbeing Workplan which is aligned with the 2019 Community Plan priorities
- Establishment of Wellbeing department processes including staffing and budgets
- Develop Wellbeing service profile

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relations, confusion, duplication of effort and misinformation resulting in negative impacts to the leadership team and SNGR. Errors in judgement could lead to embarrassment to SNGR, community and administration, loss of public confidence and unnecessary conflict leading to lack of trust and legal liability.

CONTROL:

Guiding principles and policies asset by Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council and other legislation provided by various government agencies.