

POSITION PROFILE

Health, Social Services & Justice Director	
Dept: Health, Social Services & Justice	Reports To: Associate Executive Director
Staff: 12+	Revision Date: March 2026
PURPOSE	
<p>The Health, Social Services & Justice Director oversees health, social services and justice programs and services of the Vuntut Gwitchin First Nation (VGFN) in accordance with directives and priorities established by VGFN Chief and Council and the Management Committee. It ensures operations of the Department complies with legislation and policy, are within approved budgets, and are in collaboration with community organizations, partners, and Citizens. It also leads planning processes to align strategy with operations to deliver services in the best interest of VGFN Citizens.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. <i>Departmental Oversight</i> – Engages broadly with the Associate Executive Director, other VGFN Directors and Managers, and VGFN Council to identify health, social and justice needs of Citizens and community to help inform the VGFN’s strategic plan, business plan and operating principles. Ensures services are accessible and responsive to Citizen needs and proactively identifies and manages risks, trends, and issues. 2. <i>Planning</i> - Directs the delivery of community health, social services and justice services, including engaging with Yukon and Federal governments to ensure external resourcing/expertise. Strategizes with Departments to align activities with the VGFN’s long-term vision and strategic plan. 3. <i>People Management</i> - Manages direct reports and operations by establishing work plans with staff, evaluating activities and progress, addressing concerns, and communicating direction and expectations. Promotes capacity development through coaching, performance evaluation, encouraging individual development, and manages personnel issues and problem solving. 4. <i>Advocacy</i> - Ensures health, wellness and justice interests and concerns of the VGFN are expressed by participating on joint initiatives. Maintains strategic relationships and participates with a wide variety of stakeholders including other First Nations organizations, boards, councils, and committees, working groups, community partners and officials of the federal and territorial governments. 5. <i>Proposal Development</i> - Submits plans and proposals for discussion and approval, and supports policy review. Manages project stakeholders, planning, development, and implementation and ensures projects are completed within approved budgets and timeframes. 6. <i>Financial Management</i> – Develops and allocates the Department’s annual budgets. Oversees contribution agreements and expenditures. Reviews variance reports with the Finance Department to identify projected shortages or surpluses to effectively manage financial resources and priorities. Ensures VGFN’s health interests and concerns are expressed by participating on joint initiatives and negotiating funding agreements and arrangements. 7. <i>Governance</i> - Provides leadership, implements and champions human resources, financial and administrative frameworks, policy, and strategy (as guided by the HR Manager and Director, Finance). Prioritizes a safe and healthy work environment in accordance with legislation. Fosters a culture of ongoing receptivity to continual change to improve the operation and effectiveness of the VGFN. 	

8. *External Relations* – Oversees or conducts public engagement and consultation sessions. Communicates information and facilitates community participation and feedback to inform problem solving, to improve services and to align Departmental actions and priorities. Responds to Citizen concerns as they arise.
9. *Emergency Management* - Responds to crisis situations of employees and Citizens and consults with appropriate parties to identify and achieve solutions.

ACCOUNTABILITY & IMPACT

- Departmental employees are engaged, supported and productive.
- A trusting and collaborative relationship exists with employees, management, Council, and external contacts.
- Gwich'in Cultural knowledge is integrated into programming.
- Political, behavioural and systemic barriers are overcome to enable change and growth.
- Council and management receive accurate information to make informed decisions.
- The provision of services is compliant with VGFN policy and relevant legislation.
- Government files and registries are kept secure and confidential.
- Strong financial management and ability to identify funding program opportunities.
- Traditional beliefs, customs and values are integrated with modern healthcare practices.
- VGFN Citizens are kept informed of government plans and initiatives.
- The VGFN Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	Significant (\$5 million+)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < \$20k.

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions. The Director responds to frequent crises/incidents. Most situations are confidential and require sensitivity, cultural competence, and compassion.
Physical:	Normal
Hazards/equipment:	Exposure to stress, emotional fatigue, and verbal abuse, and threats from clients experiencing negative reactions, and who may be disturbed, violent and/or under the influence of various substances.
Travel:	<ul style="list-style-type: none"> • Frequent travel between Old Crow and Whitehorse, occasional travel out of Yukon. • Working outside of regular working hours. • Mandatory attendance at General Assemblies.

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • Bachelor’s Degree in social work, psychology, addictions counselling, or related field. A professional designation is an asset. • Significant (10+ years) experience delivering mental wellness and addiction services and programs. Direct experience in an Indigenous community is an asset. • Considerable (5+ years) experience motivating and managing staff, overseeing finance (budgets and procurement), policy, program evaluation and governance. • Experience building partnerships with community resources and external contacts to promote the wellbeing of individuals and families.
Behavioral Competencies	<ul style="list-style-type: none"> • Strategic thinking and planning • Developing others • Achieving results • Decision making • Communication • Service orientation • Collaboration • Self-awareness • Respect and Integrity • Confidentiality
Conditions of Employment	<ul style="list-style-type: none"> • RCMP Criminal Records Check with vulnerable sector • Appropriate certification, license or professional designation and current registration with regulatory body.