



IDENTIFICATION

Department	Position Title	
Finance	Health and Wellness Programs Specialist	
Position Number	Community	Division/Region
15-1947	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

This position is accountable for planning, researching, designing, delivering and implementing and evaluating workplace mental health and wellness strategies and programs aimed at supporting GNWT departments and agencies ("departments") in creating and maintaining a positive and healthy workplace culture, in accordance with GNWT acts, regulations, policies and departmental procedures.

SCOPE

Located in Yellowknife and reporting to the Manager, Diversity and Inclusion the Health and Wellness Programs Specialist works with partners and stakeholders across the GNWT to assess workplace health and wellness needs to develop appropriate strategies, programs, and initiatives to address those shared needs, and provide appropriate strategic advice and guidance.

This position creates and manages a variety of initiatives designed to promote and enhance the health and wellness of employees within the GNWT. This position is responsible for the planning, development and leadership of corporate health and wellness programs and initiatives, which are required to meet legislative, departmental and employee needs. This position monitors and evaluates the impact of health and wellness programs and initiatives on the public service in the NWT, with an emphasis on the important of mental health along with physical health.

The resulting programs and initiatives enable Deputy Heads and senior management teams to improve, maintain and support the health and well-being of GNWT employees contributing to employee engagement, increased productivity and morale and reduced absenteeism.



This position will work in cooperation with GNWT departments, Workers' Safety and Compensation Commission, federal and provincial government departments, industry partners and community organizations. Consultation and partnerships with internal and external stakeholders will be essential to understanding departmental needs, workplace cultures and industry best practices.

This position maintains and manages the Employee Family Assistance Program (EFAP) including provider selection, program criteria, implementation, and evaluation. This position is accountable for the selection of the GNWT's EFAP provider which involves a budget of approximately \$500,000.

RESPONSIBILITIES

1. Health and Wellness Strategies and Programs

- Research, plans, develop, implements, and manages a GNWT- corporate wide Health and Wellness Framework/Program.
- Collaborates with stakeholders to identify health and wellness needs throughout the GNWT and provide recommendations and establishes programs to support those needs.
- Researches, establishes, leads, and maintains innovative programs and approaches that provide employees with ways to improve workplace health and wellness.
- Monitors and evaluates the effectiveness of health and wellness programs, strategies and resources and develops strategies to address any issues.
- Establishes an evaluation framework, monitors, and evaluates health and wellness programs.
- Provides strategic advice to GNWT departments in developing departmental health and wellness plans, procedures, and practices.
- Develops health and wellness policies and guidelines that support health and wellness programming, current industry practices, and provides information to departments and employees in promoting and supporting a healthy workplace.
- Maintains current knowledge of national and territorial best practices.
- Provides best practice advice on health and wellness practices to departments and human resource practitioners.
- Analyzes reports and metrics to evaluate programs and provide recommendations for improvements.

2. Manages, monitors, and evaluates the Employee Family Assistance Program

- Develops and manages the EFAP program/contract and other necessary contracts for health programming.
- Acts as the conduit between the EFAP provider and departments.
- Evaluates contract and services and provide recommendations for improvement.



- Develops and maintains effective communications strategies, promotional and educational materials to build awareness on promoting a healthy, more productive and inclusive work environment.
- Develops and maintains a health and wellness web-based resource library.

3. Collaboration and Relationship Management

- Liaises with stakeholders to ensure overall integration health and wellness programs and initiatives.
- Develops partnerships with stakeholders to facilitate the promotion of programs.
- Develops communication plans for the promotion of programs and initiatives.
- Provides strategic human resource advice to employees and management as necessary.
- Provides regular guidance and advice on health and wellness initiatives to client groups.
- Actively participates in national and territorial working groups, advisory or steering committees.
- Drafts Ministers statements, correspondence, briefing notes and reports.
- Provides training and information to departments to support health and wellness initiatives.
- Develops and coordinates the delivery of workshops, seminars, and promotional materials.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated success with developing and implementing health and wellness projects
- Proven understanding of large organizational structures, environment, culture, and business strategies
- Demonstrated knowledge of, and ability to apply, best practices in the area of health and wellness



- Strategic and critical thinking skills and judgment to assess program performance
- Proven analytical and research skills
- Excellent skills in oral and in written communication
- Proven organizational and time management skills
- Strong project management experience
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Proven self-direction and self-motivation
- Ability to form partnerships and work in a collaborative manner
- Proven client service orientation
- Understanding of concerns around a large organization's ability to attract, retain and motivate employees
- Knowledge of Acts, Regulations, and procedures applicable to human resource management
- Familiarity and understanding of human resource services within a unionized, public service context
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A relevant Bachelor's degree coupled with 2 years of progressive experience in one of Talent Management/ Human Resources/ Program Development/Health Promotion or similar role.

CPHR certification or appropriate professional designation is an asset

Equivalent combinations of education and experience will be considered.

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