

Posting #24-197EM

Manager, Student Health and Wellness Student Success Regular, Full-time

Purpose

Reporting to the Director, Student Success, the Manager, Student Health and Wellness provides overall leadership on the development, implementation, promotion, and improvement of student services that focus on health, counselling, accessibility and medical needs. The incumbent provides operational guidance and oversight to the Access Resource Center, Counselling Services, University of Northern British Columbia (UNBC) Medical Clinic, and the Interfaith Spiritual Care Centre. The manager is responsible for the development and implementation of strategies that support a collaborative and holistic approach to health and wellbeing across all departments to ensure continuity of support and services for students. The manager supports the University's success by developing and promoting institutional strategies pertaining to student health and wellbeing to shape and shift the culture in alignment with UNBC's Strategic Plan, *Ready*.

Nature of the Work

The work has high levels of stress due to the complexity of the various responsibilities and their specialized nature, unique to the post-secondary environment. The hours of work are varied given the responsibilities of the role and will include an on-call component. The work requires the ability to manage projects and difficult, sensitive issues to achieve positive outcomes. The work also requires a collaborative and compassionate approach in a complex, unionized, and culturally diverse environment with the capacity to lead an interdisciplinary team of coordinators and support integration while finding the space between disciplines to unify the values of diverse perspectives.

Accountabilities

Strategic and Operational Planning

- Developing and implementing strategic and operational plans to support the success of departments;
- Developing and maintaining collaborative and integrated team-based services;
- Developing and implementing methods to collect data and measure the success of student health and wellness initiatives and health promotion strategies;
- Developing, improving, and implementing processes and policies that support UNBC's vision; and
- Managing student/client expectations regarding service delivery.

People and Change Leadership

- Supporting the success of direct reports and developing staff through mentorship, performance evaluations, coaching, and empowerment;
- Ability in identifying and supporting compassionate fatigue and secondary trauma experiences;
- Leading by consensus building and participative decision making within the work units;
- Supporting staff retention and wellness through active listening, compassionate and empathic person-centered approaches, and promoting resilience through work/life balance;



- Ensuring direct reports are aligned with the vision and strategic directions of the portfolio and University;
- Supporting, modeling, and promoting diversity and respect, including implementation of Indigenization and EDI initiatives;
- Developing, maintaining, and encouraging effective, transparent, and clear communication strategies;
- Ensuring positive relationships are developed and maintained internally and externally; and
- Supporting student success by effectively linking students to existing student support services, and removing barriers to ensure students are able to access services.

Financial and Resource Management

- Developing and ensuring financial accountability of the respective budgets;
- Developing and utilizing innovative solutions to address resource challenges;
- Developing and refining strategies to meet the evolving needs of students and partners;
- Ensuring there is an appropriate staffing level by managing schedules, overtime, and vacations; and
- Ensuring outstanding service levels are maintained.

Risk Management

- Ensuring policies, procedures, programs, and practices are conducted with professionalism and in full compliance with current legislation and practice requirements;
- Overseeing the implementation of standard operating procedures for all areas;
- Committing to staff and student safety and promptly addressing safety concerns;
- Identifying and acting to mitigate risks to staff and students; and
- Ensuring service standards align with best practices and adhering to UNBC policies and procedures.

Qualifications

The successful candidate will possess a Master's Degree or Clinical Designation in a relevant field (Health, Counselling, Disability Management, Administration, etc.). Additional training in health and wellness is considered to be an asset (Mental Health First Aid, Applied Suicide Intervention Skills Training, Violence Threat Risk Assessment, accessibility, trauma-informed care, substance use, etc.).

The successful candidate will possess the following:

- 5 years of related work experience, ideally in a post-secondary environment;
- 2+ years' experience working within a health and wellness setting;
- Demonstrated understanding of privacy and confidentiality (FIPPA) within a post-secondary environment;
- Demonstrated aptitude for leadership and success in motivating, engaging, and supporting individuals and team members to achieve positive organizational outcomes;
- Demonstrated knowledge and understanding of the health and wellness challenges facing post-secondary students;
- Demonstrated ability to think strategically, weigh risks, and apply sound judgment to decision making and problem-solving, while working within a strong ethical framework;
- Demonstrated understanding of Duty to Accommodate;
- Experience supporting equity, diversity, and inclusion, including direct work with diverse students;
- Must have proven success in leading collaborative teams in a unionized environment;
- Must be highly motivated, resilient, innovative, and deeply collaborative;
- Sound knowledge of related legislation including the Public Health Act, Canada Health Act, Accessibility Legislation, Human Rights, and the National Standard for Mental Health and Well-Being for Post-Secondary Students is an asset;

- Experience and/or training in areas such as Trauma-Informed Care, Harm Reduction, Health Promotion, and Public Health would be an asset; and
- Demonstrated understanding of health professional standards of practice and experience leading a group of health professionals would be considered an asset.

A combination of education and experience will be considered.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$91,000.00 to \$98,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm Monday through Friday, with expectations of flexibility to work evenings and weekends as required. This position is required to be on-call on a rotational basis.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.



UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the LGBTQ2+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition #24-197EM to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on December 2, 2024.

