



Saskatchewan Indian Gaming Authority

Central Office

Saskatoon



Job Title	# of Positions	Competition Number	Salary	Close Date
Director, Employee Health & Wellness	1 Full Time	10-CO-HR-02	\$67,946.21- \$84,933.79	April 6, 2010

Sharing Success.....through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually, SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

Statement of Competencies

Education: Successful completion of a university degree in Psychology, Bachelor of Indian Social Work (BISW), Bachelor of Social Work (BSW) or a related field. Completion of a professional development program and a combination of significant related experience may be considered. Preference given to candidates with counseling certification and/or Substance Abuse Subtle Screening Inventory (SASSI) training.

Experience: Exceptional performance and experience in the field of employee health and wellness that must include significant experience counselling, conducting research, analyzing, developing policies, preparing reports and proposals. Preference will be given to candidates with experience managing Employee Family and Assistance Programs.

Knowledge: Knowledge of SIGA's Mission, Vision and Guiding Principles.
Knowledge of First Nations culture, values, beliefs, traditions and protocols.
Knowledge of employee health and wellness policies, procedures and best practices.
Knowledge of counseling practices, processes and techniques.

Skills and Abilities: Ability to consult, research, analyze, design and develop employee health and wellness programs, services, policies and processes.
Ability to effectively lead and manage the details of a variety of health & wellness design projects, including relationships with consultants, vendors, internal team members and senior leadership.
Excellent analytical and problem solving skills, including ability to use statistical information to identify trends and track progress.
Ability to lead and transform broad organizational change strategies into specific direction and goals for health and wellness staff through the effective development and implementation of business and work planning processes.
Very strong written and oral communication skills.
Highly effective critical thinking skills to set and adjust strategic goals/priorities for the unit to improve organizational performance.
Ability to organize, guide, motivate and lead a diverse team to reach goals and deliver outstanding employee health and wellness services.
Ability to make presentations to both small and large groups.

Personal Suitability: Positive Attitude Reliable Innovative Influence
Adaptable Stress Tolerance Ethics and Values Takes personal responsibility

Conditions of Employment: Must consent to a background check in order to qualify as a gaming employee.
Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA).
Must be 19 year of age or older.

Other Information: Must be able to work evening and weekend work as required.
Must be able travel to attend meetings, etc.
Must have a valid driver's license.
Ability to work in an environment that is exposed to tobacco smoke and high noise levels.

Main Duties: Reporting to the Senior Vice President of Human Resources this position is responsible for the development, implementation and management of all Health and Wellness planning, programs, strategies, initiatives, services, and policies to provide a broad range of employee and family services and programs to address family, social, psychological, medical, cultural, educational and financial issues. Researching, designing, analyzing, assessing, developing and evaluating the Employee Health and Wellness programs and services to create strategic alignment with SIGA's mission, vision, guiding principles and strategic priorities. Provides corporate guidance and direction to implement and/or revise SIGA's Elder services, counselling programs and services; return to work programs, exit interviews, employee benefits and incentives, duty to accommodate and employee recognition and long service awards.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition:

10-CO-HR-02 Director, Employee Health & Wellness

Mail resume to:
Saskatchewan Indian Gaming Authority
Human Resources Department
250—103C Packham Avenue
Saskatoon, SK S7N 4K4

Fax to:
306) 477-7504

Email to:
SIGA_HR@siga.sk.ca



We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.

