



# Saik'uz First Nation Job Description

<b>Position Title:</b>	<b>ELDERS WELLNESS COORDINATOR</b>			
<b>Department:</b>	Health			
<b>Position Title of Supervisor:</b>	Health Manager			
<b>Location:</b>	Health Centre			
<b>Position Type:</b>	<input checked="" type="checkbox"/> Full	<input type="checkbox"/> Part time	<input type="checkbox"/> Probation	<input type="checkbox"/> Developmental
<b>Hours of Work:</b>	8:30am – 4:00pm			
<b>Date the Position was Documented:</b>	July 1, 2020			
<b>Pages:</b>	3			

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

## Summary of the Position

The Elders Wellness Coordinator is responsible for overseeing primary support and leadership to Saik'uz First Nation's Elders and members for the promotion and implementation of strategies aimed at improving organizational health and wellness. The Coordinator's actions and decisions will have a broad, and in some cases, life-long effect on their clients, the families, and the Saik'uz First Nation community.

## Essential Duties and Responsibilities

Other duties as needed will be assigned by Health Manager and/or General Manager.

- Act as a resource, coach, and mentor for staff regarding strategies and approaches for working with Elders and members, in a way that fits with Saik'uz First Nation's philosophies.
- Effectively collaborate, consult, and provide cultural support and education to colleagues to ensure continuity of care, and address treatment concerns.
- Deliver cultural care for Saik'uz First Nation's Elders and responding to critical incidents and care needs in a timely and professional manner, in close collaboration with staff, and outside professionals on the care team.
- Engage appropriate specialized services and facilitate community resource referrals in collaboration with elders, youth and members and their care teams.
- Develop and implement outcome-oriented and culturally-relevant treatment plans through protocols and ceremonies; establish and prioritize expected outcomes, develop goals, implement strategies, and evaluate progress of plan on an ongoing basis, adjusting in response to the individual and emerging needs of youth.
- Develop and implement traditional and cultural teachings, Aboriginal protocols, ceremonies, and Aboriginal healing modalities working towards to address developmental concerns, trauma informed care and substance misuse/abuse and mental health issues. Plan, implement, supervise, and evaluate individual supports, daily and weekly programming, workshops, and group outings (cultural, social, educational & recreational).
- Positively participate in programming and activities in order provide positive role modeling for community.



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- Help to develop, maintain, and promote diverse partnerships to maximize programming opportunities and supports available to Elders.
- Assist Elders in connecting to safe supportive services and programs and facilitate their access to other cultural supports in the community.
- Perform diverse administrative tasks, including maintaining accurate case files, compiling statistical records, and assisting in the completion of reports, as needed to support program needs and inform ongoing program assessment and evaluation.
- Respect and assure members confidentiality in the community and with other professional services.
- Assist with assessments, communication, and activities of daily living (such as nutrition and personal hygiene)
- Complete other duties at the discretion of management.

## Position Qualifications (Knowledge, Skills & Abilities)

- Preferred Home Care Support, and/or post-secondary education in healthsciences.
- Min 2 years of recent related experience working effectively with First Nations, Elders, and community.
- Must be familiar with First Nations culture and traditions and possess sensitivity and understanding of the social and cultural history of the people, in particular, the issues in the context of the long-term effects of the segregationist's system of Residential Schools and Reserves.
- Possess valid First Aid/CPR Certification and must be prepared in assisting person requiring medical attention.
- Must conduct with tact, diplomacy, and professionalism to defuse emotional resistance or adverse reactions to the intervention.
- Strong ability to work independently as well as a member of a team.
- Experience as an intermediate/advanced user of the Internet and software applications such as Word, Excel, etc.
- Must undergo a criminal record check, which includes a vulnerable sector check, every five years.
- A valid BC Driver's License and a reliable vehicle

## Special Considerations for Position Working Conditions/Physical Effort

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of General Manager.

## Position Deliverables, Performance Expectations & Accountability

<b>Monthly Report</b>	Report on programs delivered to the community and how many members benefited from them.
<b>Monthly Review</b>	Review of deliverables.
<b>Monthly Report</b>	Reports on program status and community trends.