



135 Joseph Street
Vanderhoof, Saik'uz Territory
BC, V0J 3A1
250-567-9293

ELDERS COORDINATOR

Supervisor: Health Manager

Hours: Temporary (Interim), Full-time

Job Summary

As the Elders Coordinator, you will support the health, wellness, and social connection of Saik'uz Elders through culturally relevant programs, activities, and community engagement initiatives. You will work closely with elders, health staff, families, and community partners to create meaningful opportunities for recreation, cultural participation, wellness education, and social connection. Through relationship-building and a strengths-based approach, you will help ensure elders remain active, informed, respected, and connected to community supports and services.

Duties & Responsibilities

Program Planning & Delivery

- Plan, organize, and facilitate recreational, cultural, educational, social, and wellness activities for Saik'uz elders.
- Coordinate community-sponsored events, outings, camps, workshops, and special gatherings.
- Develop engaging programming that reflects the interests, needs, and cultural values of Saik'uz elders.
- Facilitate physical, creative, and social activities that promote healthy aging and community connection.

Elder Support & Outreach

- Conduct regular outreach and home visits to assess needs and provide support.
- Assist elders in accessing community services, health programs, cultural activities, and external resources.
- Coordinate transportation and accompaniment to community events, appointments, and activities as required.
- Maintain a list of elders requiring assistance with errands and wellness-related supports.

Community Collaboration

- Work collaboratively with the Health Manager, Community Health Representative (CHR), and other departments to ensure coordinated services.
- Gather regular feedback from elders to inform program development and scheduling.
- Support elder participation in community events by ensuring they are informed, registered, and accommodated.
- Facilitate referrals to specialized services and community resources when appropriate.

Administration

- Maintain accurate records, activity schedules, participant information, and program reports.
- Manage Saik'uz Bingo operations and related financial recordkeeping.
- Coordinate delivery plans for approved elder support supplies, including nutritional and personal care items.
- Maintain confidentiality and comply with all organizational policies and procedures.

Qualifications & Skills

Required

- Minimum two years of recent experience working with First Nations communities, elders, and community-based programs.
- Demonstrated understanding of First Nations cultures, traditions, and community values, including the ongoing impacts of residential schools, colonial policies, and intergenerational trauma.
- Current First Aid and CPR certification.
- Strong interpersonal, communication, and relationship-building skills.
- Ability to work respectfully and effectively with elders, families, community members, and service providers.
- Proven ability to work independently and collaboratively within a team environment.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Flexibility to adapt to changing priorities and community needs.
- Demonstrated professionalism, diplomacy, tact, discretion, and confidentiality.
- Reliable, dependable, and self-motivated.
- Valid BC driver's licence, reliable vehicle, and willingness to provide transportation support when required.

We thank everyone for their interest; however,
only those selected for an interview will be contacted.

- Successful completion of a Criminal Record Check, including a Vulnerable Sector Check.

Preferred

- Background in coordinating wellness, recreation, cultural, or community-based programming.
- Experience supporting elders through health, wellness, recreation, or community services.
- Knowledge of Dakelh culture, traditions, language, and community protocols.
- Familiarity with Indigenous approaches to wellness, healing, healthy aging, and holistic care.
- Skills in event planning, community engagement, volunteer coordination, and relationship-building.
- Experience managing budgets, cash handling, and financial reporting.
- Additional training or certifications in wellness, mental health, recreation, community development, healthy aging, or related disciplines.

Salary & Benefits

- **Wage:** \$21–\$25 per hour, depending on experience
- **Benefits:** Medical and dental benefits following successful completion of the three-month probationary period
- **Paid Leave:** Vacation and other leave entitlements in accordance with Saik'uz First Nation personnel policies
- **Work Environment:** Community-based position involving local travel, home visits, program delivery, and event coordination

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at resume@saikuz.com. If submitting via email, include “Elders Coordinator” in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

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