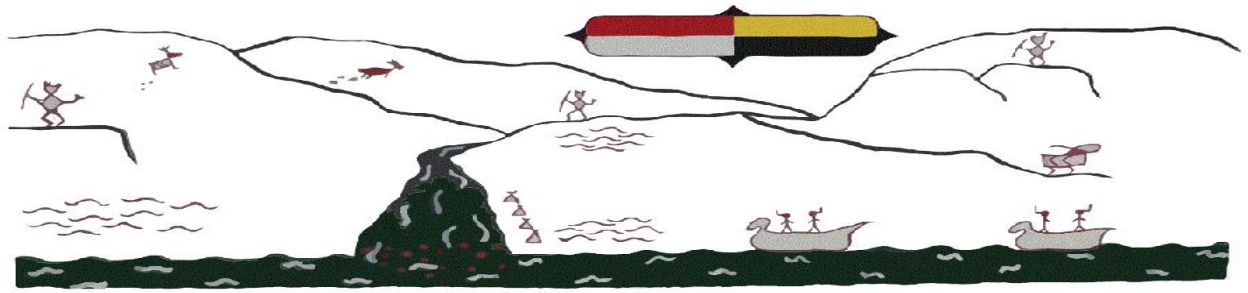


# Kanaka Bar Indian Band



## **Job Description**

A Great opportunity for a qualified individual to join Kanaka Bar Indian Band and take your career to new heights with a dynamic and progressive First Nations government.

**Title: Health and Wellness Coordinator**

**Reports to Health Director**

## **Summary**

The Kanaka Bar Health Department is looking for a Health and Wellness Coordinator to serve the health and wellness needs of the community. The Health and Wellness Coordinator will be responsible for leading program initiatives that will help support community members achieve optimum health. For more information on our community please visit: <http://www.kanakabarband.ca/>

## **POSITION**

The Health and Wellness Coordinator role will include but not limited to:

- Ensures the development and implementation of a full range of program services;
- Home visits for the ill, elderly and socially isolated.
- Ensures the Health and Wellness Program is grounded in culture-based development principles and practices;
- Promotes awareness and ensures access to the Health and Wellness Program;
- Promotes the development of protocols and referral agreements as appropriate to meet developmental needs of community members;
- Conducts a needs assessment for community members and to develop a plan of action to meet the needs of youth referred to the Health and Wellness Program;
- Refers community members to appropriate services as required to meet their needs and to document the results of these referrals;
- Ensures supervision of all Health and Wellness Program activities;

- Ensures the maintenance of secure and confidential filing system as required under the File Maintenance Policy of the Funder;
- Provides accurate records and reports of Health and Wellness Program activities and needs;
- Participates in training and evaluation processes to ensure continued growth and development of the Health and Wellness Program;
- Assists in community members development through increasing life skills, safety awareness, nutrition and healthy physical development activities, anti-violence training.

### Requirements

- Grade 12 Diploma and a certificate in health (e.g. health care aide course) or social related services;
- Knowledge of social, economic and health issues relevant to First Nations community;
- Demonstrated ability to communicate effectively with First Nations youth, including a sound knowledge and understanding of the issues that impact on culture in contemporary society;
- Ability to work both on a team and individually;
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders;
- Energetic and positive;
- Excellent organizational skills with strong oral and written communication skills including experience in report writing;
- Skill in the use of personal computers and related software applications;
- Criminal reference check required
- Valid BC class 5 driver's license.

### Working conditions

- Interacts with residents, staff, visitors, government agencies/personnel under all circumstances;
- Part- Time Monday- Friday 9am-3pm;
- Ability to work flexible hours including evenings and occasional weekends as needed;
- Ability to work overnight camps as needed.

This will be a part-time position based out of Kanaka Bar's Health and Social Services Department. Generous employee benefits after 3 months of service. Compensation will consider both qualification and experience of applicant.

All interested applicants should submit a cover letter and a resume to **healthdirector@kanakabarband.ca** by **4 p.m. on Friday, June 28th, 2019**. We appreciate all applications however; only short-listed applicants will be contacted to participate in the interview process. Start date is negotiable once a suitable candidate is found.