



Songhees Nation

Full-Time Permanent

JOB TITLE:	Community Wellness/Elders Coordinator		
Reports to:	Director of Health and Social Services	Salary Scale:	\$22 - \$24/hr
Department:	Health and Social Services	Closing date	May 15, 2023

Job Posting:

The Community Support Worker provides personalized administrative and program support in a well-organized and timely manner to members of the Songhees Nation. Planning elder's luncheons and activities in an accessible environment and providing support to members.

Scope of Responsibilities:

- Receive calls, take messages and return calls relating to SFN Elder's and community members.
- Plan elder's luncheons.
- Organize materials and supplies needed for luncheons and community events, assures rooms are booked for luncheons and events.
- Prepare notices for luncheons and events.
- Work with caterers and community cooks for luncheons and event dinners.
- Notify community members about all services/events/programs being offered to community.
- Provide reminder calls to the elders, and community members.
- Work with Community Health Nurse for elder concerns – blood pressure checks, B 12 shots, etc.
- Ensure sanitation of common waiting areas in the health center for the safety of elders and community members.
- Coordinate group activities for elders and community.
- Fundraise for trips, apply for grants, Assist with other health department activities

Knowledge, Skills and Abilities:

- Experience working with elders/seniors and Experience working in a First Nations community
- Knowledge of MS Office, especially Outlook and Word as well as High level verbal and written communications skills
- Exemplary planning and time management skills, Establishes discretion, tact and confidentiality
- Knowledge of Songhees Nation culture and traditions
- Proficient writing skills to edit, finalize and revise draft documents

Education and Experience:

- Completion of grade 12.
- Clean criminal record check
- Food safe certification*

Additional requirements:

Valid British Columbia driver's license and access reliable transportation

Must undergo a Criminal Record Check

Only candidates selected for an interview will be contacted.

Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.

If you are excited by this opportunity and want to be a part of Songhees Nation's team, please apply online by emailing your cover letter and resume to:

- Felicity Peters, Human Resource Manager
- Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com

May 2023

1100 Admirals Road Victoria, BC V9A 2P6 Phone 250-386-1043 Fax 250-386-4161