



Ulkatcho

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Employment Opportunity

Wellness Facilitator & Community Work Program Coordinator

Position Summary:

This Coordinator position has two streams:

This Coordinator position: stream one, encompasses Health & Wellness program deliverables including supporting NNADAP and Mental Health programs. The responsibilities include supporting front line addiction's & mental health workers and clinicians, and coordination of persons seeking detox/treatment center admission through a digital care pathway system.

The coordinator role: stream two, will help with workers needing support and guidance. The workers are those on their healing journey and may need additional support to complete their assigned tasks. The coordinator is one that has a diverse skillset and exceptional people skills as well as an understanding of addictions and a desire to assist vulnerable persons to be their best self.

Duties:

- Procuring & printing of pamphlets and resources for clients. Data entry of Care pathway and Client log.
- Coordination for client appointments with clinicians, clinic health and cultural healing services programs including booking community shuttle.
- Coordinator role plans community jobs, assists vulnerable persons in completing jobs and evaluates their performance.
- The coordinator also works with community employers for those workers who enter second stage community job placement.
- Other duties not yet specified to support the Wellness team

Accountability:

- The coordinator will work under the supervision of the Ulkatcho First Nation, Wellness Director.
- The individual in the position will work as a team member and will assume responsibility and accountability to adhere to the policies, procedures, and strategic principles of the Ulkatcho Nation.
- Client confidentiality for this position will be strictly adhered to and any violation of this policy will be held accountable for.

Hours: Full Time at \$20.00-\$25.00/hour depending on experience

Qualifications:

- Good communication skills, both verbal and written

- Computer skills an asset
- Emotional control
- Ability to work in teams
- Persons with knowledge and/or certification of Addictions preferred

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Wellness Facilitator & Community Work Program Coordinator**” in the subject line. Or drop off at the reception counter at the band office.

Note: Only Shortlisted candidates are contacted.

Application Deadline: Open until filled