



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA VOL 1 CO
PHONE 250-742-3260
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Employment Opportunity Wellness Facilitator

Position Summary

This Facilitator position encompasses Health & Wellness program deliverables including supporting Drug, Alcohol and Mental Health programs. The responsibilities include supporting front line addiction's & mental health workers and clinicians, preparation of the Wellness lunch, and coordination of persons who are seeking detox/ treatment/ aftercare center admission through a digital care pathway system.

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

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.
- Room/venue bookings for events
- Shopping for food and lunch preparation once a week for 50-75 persons
- Other duties to support the Wellness team

Qualifications

- Food safe Level 1
- Computer and data entry experience
- Good communication skills
- Emotional control
- Ability to work in teams
- Persons with knowledge and/or certification of Addictions preferred
- Criminal record check with VSS

Interested persons please contact Wellness Director, Carolyn at (250) 302-0734

To apply for this position, email your resume to cdiguistini@ulkatcho.ca or hand deliver to the band receptionist.