



## Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

<b>Position Title:</b>	Elders Coordinator	<b>Classification:</b>	5
<b>Department:</b>	Health	<b>Type:</b>	Coordinator
<b>Status:</b>	Current	<b>Responsible To:</b>	Program Manager
<b>Location:</b>	Snxastwilxtn Centre 198 Outma Sqilx'w Drive		
<b>Deadline</b>	<b>September 4, 2023, by 4pm</b>		

### Job Summary:

This position is supervised directly by the Program Manager, and this position reports directly to the Elders Committee. The primary responsibilities and duties of the Elders Coordinator is to coordinate, promote and advocate for fundraising activities/events as well as facilitate meetings, functions and other programming needs as required and/or directed in collaboration of all the Penticton Indian Band Community and member Elders.

### Core Competencies:

- Maintain Privacy, security and confidentiality
- Experience with MS Office programs including outlook, PowerPoint, and publisher etc.
- Trauma informed practice guidelines
- Conflict Resolution training
- Event Organizing and Planning
- Proposal Writing
- Penticton Indian Band (PIB) Policy and Procedures
- Facilitation training

### Duties/Responsibilities:

- Organizes bi-weekly elders lunches/committee meetings
- Creates and prepares the monthly newsletter article(s) and the elders calendar.
- Ensures health vans are maintained and serviced
- Actively collects information to assist in the development and implementation of guidelines, policy and procedure for the Elders Committee
- Create a measurable evaluation tool to track challenges, success and recommendations to enhance program/fundraising needs
- Coordinate and assist Penticton Indian Band elder's fundraising efforts includes advertising, coordinating support person(s), venues for the fundraising events (includes Bingo nights)
- Establish and organize committees as required to assist with community functions, meetings and special events
- Responsible for arranging transportation needs as required for elders to attend nation meetings, social functions and/or cultural events

- Will conduct once a month individual elders check-in day to ensure all elders are up to date with current events within the community and nation
- Work collaboratively with the Penticton Indian Band Health Department programs
- Create an on-going up-to-date rotation list of elder speakers bio's with relevant information
- Other duties that may be required
- Ensuring all reporting requirements and documents are prepared for the Program Manager

### **Accountability**

- Elders Committee
- Program Manager
- Proposal reports
- To all Penticton Indian Band Guidelines, Policy and Procedures
  - FAL Budget requirements
  - Annual and Quarterly reports
  - Health Department

### **Relationships**

#### **Internally**

- Reports to elders
- Program Manager
- Attends monthly meetings with the Penticton Indian Band Health Department
- Engages with Penticton Indian Band Departments, and community leadership

#### **Externally**

- Annual Report to CBRT (Elder area and supports)
- Okanagan Nation Elder groups

### **Decision Making**

This position has a mid-level of decision making, and tracks budget amounts annually. Responsible for Elder budget and expensing

### **Qualifications/Requirements:**

#### **Minimum Academic/Educational Requirements**

- Grade 12
- Health and Wellness Certificate or equivalent experience
- Minimum 5 years of related experience with responsibility for providing health and wellness supports and services to aging adults
- Experience working with a multi-disciplinary team specific to health and wellness

#### **Other Certification, Licenses, Designations and/or Training**

- Human Service Worker Certification, Home Support Worker Certification, or previous experience and education in the geriatric field is preferred

- Valid BC driver's license with an acceptable driver's abstract and access to reliable transportation is required.
- Class 4 driver's license would be considered an asset
- First Aid Level 1 or Emergency First Aid – Community Care required
- Acceptable Criminal Records Check with Vulnerable Sector Search required

### **Specific Job Skills and Levels**

- Knowledge of budgets, reporting and bookkeeping
- Professionally demonstrates ability to work with minimal supervision, strong conflict resolution skills dealing with challenging person(s)
- Strong communication, both written and verbal
- Excellent interpersonal and people skills
- Proven leadership, effective listening, and strong advocacy skills
- Work in a multidisciplinary environment
- Ability to develop and maintain positive working relationships
- Knowledge of and ability to apply an understanding of First Nations – Okanagan cultural principals and protocols in work situations

### **Minimum Level of Experience**

- 2-years' experience in and/or working with elders in a First Nation community
- Knowledge of the Okanagan culture and language
- Previous experience organizing and facilitating meetings, working with small and large groups, and organize and planning activities and events
- Previous experience in public speaking is required

### **Personality trait (Required to be successful in position)**

- Must be patient, honest and respectful
- Strong concept of empathy, non-judgmental
- Initiative, self-motivator
- Multi-tasking, adapt quickly when needed
- Well-developed friendly, personable and professional interpersonal skills

### **Assets**

- Xyntax training
- Knowledge of impact trauma caused by 60's scoop, Indian Residential schools
- Group facilitation training
- Demonstrate experience and knowledge working with Okanagan and other Indigenous health and wellness issues
- Understanding of Okanagan and Indigenous cultural, and tradition norms and protocols
- Speak Okanagan language and/or understand it or access to interpreter
- Knowledge of some Okanagan sweat lodges protocols
- Must have excellent presentation skills and abilities
- Indigenous Ancestry preferred
- Experience in working within an Indigenous Band or organization

- Flexible work hours/willingness to work on evenings and weekends.
- Awareness of community traditional knowledge keepers and resource persons

**Working Conditions:**

Majority of the work will be done at Elder/Youth building and at times outreach to homes, programming on the land. Work in a team environment.

**Deadline:**

September 4, 2023

**Send your Resume to Senior Manager, Human Resources**

**Rory Gabriel at [jobs@pib.ca](mailto:jobs@pib.ca)**