

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.



POSITION DESCRIPTION

Position Title:	Wellness Coordinator	Classification:	8-5A
Department:	Health	Type:	Coordinator
Status:	Current	Hours of work:	35 hours of work
Responsible To:	Mental Health and Wellness Team Lead		
Location:	Snxastwilxtn Centre 198 Outma Sqilx'w Drive		

Job Summary:

This position reports to the Mental Health and Wellness Lead (MWHL), the general responsibilities of the Wellness Coordinator include a holistic and strength based approach integrating and honoring Okanagan-Syilx culture and protocols by coordinating holistic, health-related activities and/or events to meet the needs of the Pentiction Indian Bands aging population demographics that are community-driven, land-based programming as a part of living a healthy, balanced lifestyle for the young, middle-aged and older adult. The Wellness Coordinator will plan and deliver program services through, center-based and community-based; individually and/or group setting(s). The Wellness Coordinator provides supervision, clinical support, and case management type activities for the Youth Wellness Coordinator. As a member of the Pentiction Indian Band (PIB) community health team, the Wellness Coordinator will work together with the internal and external professionals to ensure continuity of programs and services to improve the health and wellness and Pentiction Indian Band (PIB) community. By means of diligence and professionalism, the Wellness Coordinator will uphold, to the highest standard, to ensure privacy and confidentiality are secure and maintained.

Core Competencies:

- Maintain privacy, security, and confidentiality
- Experience with Microsoft Office programs including Outlook, Power Point, and Publisher etc.
- Trauma – Informed Practice Guidelines
- Conflict Resolution training
- Event Organizing and Planning
- Proposal Writing
- Pentiction Indian Band (PIB) Policy and Procedures
- Ability to assist clients, and/or family members with concern and empathy, respecting their confidentiality and privacy and communicating in a courteous and respectful manner.

Duties/Responsibilities:

Job duties and work performed:

- Organizes monthly socials and/or educational event(s) for adults to attend
- Ensures Health vans are properly maintained and serviced
- Facilitates and arranges the registration, bookings, and travel requirements for out-of-town events
- Creates program activities and prepares the monthly newsletter article(s); maintains and updates the wellness calendar regularly
- Organizes special events ex. Elders Christmas Luncheon
- Performs all duties and responsibilities in accordance with the Pentiction Indian Band and their Health Department's policies, standards and procedures and other duties and responsibilities as necessary in the performance of the position as assigned by the Mental Health and Wellness Lead
- Develop, recommend, and implement practices and procedures to improve access to and continuity of health and wellness support

- Actively collects information from various sources to make informed decisions for navigation and connection to and from health and wellness service providers
- Create a measurable evaluation tool to track challenges, success, and recommendations to enhance program development
- To help and support to families through home visits and/or individual and/or group wellness sessions
- Advocates and assists in problem solving by acting as a liaison between client and health and wellness professionals during a group and individual's healing journey
- To develop a network of resource people from within and outside the community who could assist in the delivery of holistic health and wellness programs
- Ensuring all reporting requirements and documents are prepared for the Mental Health and Wellness Lead
- Maintain positive communication with staff and clients through resources and/or referrals to internal and external health professionals
- Promote and deliver holistic, health and wellness-related community-based, land-based activities and/or events integrating and honoring Okanagan –Syilx culture and protocols
- Maintains current and up to date knowledge of relevant Penticton Indian Band Health Department Guideline, Policy and Procedures manual
- Maintains a high level of confidentiality and uses discretion on all matters relating to the affairs of the Penticton Indian Band

Accountability

- Mental Health and Wellness Lead
- To all Penticton Indian Band Guidelines, Policy and Procedures
 - Client Confidentiality Clinic Policy
 - Personnel
 - Health Department

Relationships

Internally

- Reports to the Mental Health and Wellness Lead and secondary to the Health Services and Associate Health Managers'
- Collaborates with other program coordinators as needed
- Engages with Penticton Indian Band Departments, and community leadership

Externally

- Engages with Community Health and Wellness professionals
 - First Nations Health Authority (FNHA)
 - Interior Health (IH)
 - Okanagan Nation Alliance (ONA)
 - Friendship Centre(s)
 - Non-profit organizations

Decision Making

This position has a high level of decision-making authority expected, a high level of exercising judgment, and regulatory/governance requirements for decision making and conduct.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12
- Mental Health/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

- A focus on strength-based, clinically, and culturally valid interventions
- 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
- Ability to adapt quickly, multi-task, problem solve and aware of when to ask for direction
- Maintains professional experience
- Through understanding of person-centered principles to provide holistic, integrated, coordinated, and high-quality care that respects diversity and culture
- Must be willing to work in a multidisciplinary environment
- Must be willing and able to continue training and education as needed
- Demonstrated ability to employ teaching/learning strategies to transfer knowledge to engage clients/families in planning and self-management of care
- Trauma – Informed Practice
- Knowledge of and ability to apply an understanding of First Nations – Okanagan cultural principals and protocols in work situations
- Must have the ability to manage time and prioritize workload to efficiently deal with the workload expected of the position

Minimum Level of Experience

- 2-year experience in or working with First Nations communities
- 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)

- Dependable, Reliable and Approachable
- Strong concept of empathy, non-judgmental
- Initiative, self-motivator
- Multi-tasking, adapt quickly when needed

- Confident, strong in making sound judgment decisions

Assets

- Applied Suicide Intervention Skills Training (ASIST)
- Group facilitation training, community health training and have excellent presentation skills
- 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
- Proven conflict resolution skills
- Be following appropriate professional standards and ethics.
- 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. Team environment.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

4 pm, February 12th, 2021

Send your Resume to Senior Manager, Human Resources
Rory Gabriel at jobs@pib.ca