

JOB OPENING



Job Title: Traditional Wellness Coordinator
Reports to: Health Manager
Job Summary: The Traditional Wellness Coordinator will develop and provide prevention, education, crisis counseling, substance abuse awareness and supports, detection, assessment, treatment, and after care services which focuses on addictions, mental health, Fetal Alcohol Spectrum Disorders (FASD), and client advocacy.

Education & Experience:

- Diploma in Social Service, counselling, or a related field.

Skills & Abilities:

- Ability to use with proficiency, the Microsoft Office Suite
- Ability to prepare and make research and report recommendations
- Strong analytical, communications skills (verbal and written) and knowledge of research practices
- Ability to work independently and as part of a team
- Ability to communicate effectively both orally and in writing, with a focus on drafting reports, policies, protocols, guidelines, newsletters, briefing notes, and other material
- Ability to synthesize information and feedback into easily understood and audience appropriate presentations
- Attention to detail
- Problem Solving and Conflict Resolution skills

Type of Employment: 35 hours per week

Working Conditions:

- Must be able to work flexible hours and travel as required
- Full time position, subject to 90-day probation
- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's License
- Be willing to obtain and maintain a Valid Class 4 Driver License
- Must provide a vehicle in good operating condition
- Must be able to obtain and maintain a valid Emergency First Aid Level One Certificate, and Food Safe Certificate

Salary Grid Level: to be determined later

Send Your Application to: Attention: Leasa Williamson, Executive Assistant
Soda Creek Indian Band
3405 Mountain House Road
Williams Lake, BC V2G 5L5
P: (250) 989-2323 F: (250) 989-2300
execasst@xatsull.com

Applications will be accepted by email, hand delivery, fax, or by post. Please provide a cover letter, resume and references. Application Deadline: Open until filled. Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.