

ELDERS WORKER

Splatsin is seeking an Elders Worker to join our team. Reporting to and under the direction of the Splatsin Administrator, the Elders Worker is an advocate and coordinator for the Elders program. The Elders Worker will assist the Wellness Team in promoting events, activities and opportunities for all Splatsin Elders.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with the Splatsin policies, guidelines, and procedures and as directed by supervisor or designate.
- Maintains confidentiality on all matters related to the affairs of the Splatsin
- Develop rapport and relationships with the community and various external agencies.
- Liaises and communicates with Supervisor, Wellness Team and elders to coordinate activities and services.
- Promotes a safe and healthy environment for Elders.
- Cook for the elder's program on occasion.
- Promotes the Elder's involvement in various social and recreational activities.
- Research regional and community events and activities that are appropriate for Elders
- Develops a monthly calendar of various recreational activities and provides a monthly report to the Splatsin Administrator.
- Plans trips, travel and accommodation in accordance with the agreed action plan.
- Answers inquiries, provides required information or refers Elders to appropriate resources.
- Maintains the work area cleanly and professionally.
- Assist in developing and coordinating prevention and intervention programs for Elders in the community.
- Manages and reconciles the Elders' budget under the Director's direction.
- Performs other related duties as required.

KNOWLEDGE AND SKILLS

- Grade 12 education or equivalent
- 2 years' experience in program planning preferred
- Food safe certification is a requirement (can be obtained after hiring)
- Experience working with Elders preferred
- Experience in a First Nations environment
- Displays diplomacy, tact and confidentiality in dealing with a variety of people and information
- Strong computer skills using MS Office software
- Reliable, dependable, and resourceful
- Self-motivated and the ability to work independently
- Good interpersonal skills
- Flexibility to adapt to changing work priorities.
- Displays good judgement and problem-solving skills.
- Having a basic knowledge of Secwepemctsin and traditions is considered an asset.
- First Aid level 1 or 2
- The demonstrated ability to remain calm and work under pressure is essential.

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PHYSICAL DEMANDS

Those normally associated with a typical office environment.

Ability to lift heavy items at times.

Ability to support elders into and out of vehicles.

WORKING CONDITIONS

The majority of work is performed in an office environment and outdoors. Must be flexible with hours, this position will require you to attend weekend and after-hours functions.

OTHER REQUIREMENTS

- Current Criminal Record Check with Vulnerable Sector with results acceptable to Splatsin
- Valid Driver's License, class 5, class 4 preferred

TERMS OF EMPLOYMENT

Part-time Position

The wage offered will depend on experience and vary between \$28.35 and \$32.00 per hour.

Hours per week: up to 48 hours biweekly (max 24 hrs./week), with flexibility needed for some evenings and weekends.

TO APPLY

Please e-mail your resume and cover letter to executive_secretary@splatsin.ca

Preference may be given to qualified Splatsin members and individuals who self-identify as First Nation, Inuit, or Indigenous ancestry. All applicants must be legally entitled to work in Canada. If you have any questions about the position, have difficulties applying, or require an accommodation during the selection process, which is available upon request, please contact us either via telephone at:

Although we acknowledge all those interested in the position, only those candidates selected for an interview will be contacted.