



Job Posting

ELDER'S COORDINATOR

JOB OVERVIEW

Job Title	Elder's Coordinator
Department	Community Services
Location	Doig River First Nation (DRFN)
Reports To	Community Services Manager

GENERAL JOB DESCRIPTION

The purpose of this position is to support DRFN elders by organizing social, emotional, physical, cultural, and recreational activities. Additionally, this position will work collaboratively with other departments to schedule elders for meetings, events, and group outings. This Elder's Coordinator will also be responsible for the development and implementation of new culturally inclusive Elder's programs. The Elders Coordinator should be patient, understanding and able to engage in a kind and friendly manner. As part of the Community Services department, the Elder's Coordinator activities will align with DRFN's vision, mission, and strategic and operational plans.

DUTIES AND RESPONSIBILITIES

Scheduling and Planning

- Proactively coordinates and facilitates monthly Elders meetings. Including but not limited to; scheduling, room bookings Elder's transportation and hospitality.
- Organizes regularly occurring social and/or educational events for Elders to attend, in consultation with Elders on areas of interest
- Arranges registration, bookings and travel for any events, programs or workshops held outside community, which may include transportation to and from community in DRFN provided vehicles.
- Organizes special events for holidays as deemed appropriate, examples being Christmas, Easter, Elders Day, etc.
- Creates monthly activity and events calendar and ensures it is communicated in advance to all Elders.
- Collaborates with other DRFN departments to build awareness of community events and meetings, ensuring Elders have sufficient notification to attend.

Program Creation and Implementation

- Collaborates with Culture and Language department in providing educational and/or culturally inclusive workshops and events for Elders to participate in.
 - As an active member of the Community Services Department, consults with the Community Services Manager and colleagues to create and implement additional programs to support our Elders health and wellness, and continue cultural connections and activities.
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- Develops and implements inter-generational opportunities for knowledge sharing between Elders and Youth.
- Works with the Health and Social Development Manager to provide as needed to the Elders in program and service delivery.

Funding and Budget Management

- Applies for applicable funding opportunities, including the preparation and writing of grant applications and funding proposals.
- Oversees budget and funding of Elders programming, in collaboration with Community Services Manager.

Reporting

- Provides up to date and accurate reporting on Elders activities.
- Tracks progress of projects and initiatives and provides updates as required to Community Services Manager.

Relationship Building

- Works positively, collaboratively, and effectively with DRFN's Community Services team, supporting consultants and DRFN leadership and staff as required.
- Actively collaborates with Community Services Manager to communicate on program delivery, effectiveness, and additional program needs.
- Proactively promotes knowledge and information sharing through regular communication with the DRFN Community Services Manager, as well as other departments as required.

Other

- Participates in department and staff meetings.
- Familiar with DRFN and associated political processes and demonstrates a non-political approach to communicate and foster relationships with Leadership, Elders, other staff, and community members.
- Integrates Dane-zaa culture and language into communications wherever possible.
- Follows all DRFN policies and procedures when applicable.
- Seeks continual improvement and professional development to ensure the duties associated with this position are conducted effectively, efficiently, and professionally.

Performs other duties and assists with special projects as assigned.

QUALIFICATIONS

Education and Experience

- Grade 12 Diploma or equivalent
 - College diploma in gerontology, home care or social services considered an asset.
 - Minimum 1 year experience in program development and management
 - Experience in proposal writing and implementation considered an asset
 - Experience working with First Nations and/or Elders considered an asset
 - Understanding of Provincial Legislations in relationship with Elders Rights and Benefits
 - Understanding of the Non- Insured Health Benefits for First Nations Elders
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Cultural Understanding

- Familiarity with traditional Dane-zaa and Doig River First Nation culture, values, interests, and history including Treaty 8 and associated rights.
- Understanding, appreciation of and respect for the diverse nature of the Dane-zaa culture and its' people.
- Ability to incorporate a grass roots approach into all programming including utilization of traditional Dane-zaa knowledge and language.

Skills & Abilities

- Exercise discretion when handling confidential information and demonstrate emotional intelligence when dealing with private matters.
- Excellent interpersonal and written or spoken communication skills in a variety of circumstances.
- Ability to advocate for clients, sometimes in difficult situations.
- Facilitate resolution of conflict in a professional and effective manner.
- Ability to work collaboratively with a positive outlook in a variety of settings to create and implement new programs and evolve existing programs.
- Time management skills, including the ability to prioritize tasks and events.
- Proficient computer literacy including Microsoft Office.

Required Certifications

- Class 5 Drivers License
- Clean Criminal Record and Vulnerable Sector checks
- Valid First Aid Certification

Additional Preferred Certifications

- Trauma Informed Practice Training
- Class 3 Drivers License

Note that candidates with less than the qualifications listed above may be considered.

HOW TO APPLY

Please submit your resume and three references to Lacey Beaumont, Executive Assistant by email at lbeaumont@doigriverfn.com on or before: February 19th, 2022.
