



WOODLAND CREE FIRST NATION
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**EMPLOYMENT OPPORTUNITY
FULL TIME PERMANENT
COMMUNITY WELNESS & EVENTS COORIDINATOR**

Job Title: Community Wellness & Events Coordinator

Supervisor: Healthcare Director

Effective Date:

Summary:

Under the direct supervision of the Director of Health Services, the Community Wellness & Events Coordinator is responsible for establishing program plans, coordinating community wellness and event activities, and ensuring their delivery within the community. The role also involves developing program coordination with other community programs, managing the community wellness budget, supervising program personnel, and performing various administrative duties related to the Community Wellness Program.

Key Responsibilities:

1. Establish Program Plans and Deliver Community Wellness Activities:

- Coordinate, deliver, and evaluate community wellness programs and activities as approved in the annual Health Services work plans.
- Develop and encourage volunteerism to involve community members in the planning and operation of activities.
- Plan and implement programs utilizing recreation facilities to provide athletic, cultural, and social activities for all age groups.
- Access workshops, seminars, and resources to develop leadership skills among coaches, group leaders (particularly youth), and activity instructors.
- Facilitate interactions, competitions, and demonstrations with both local and outside community groups (aboriginal and non-aboriginal).
- Collaborate with the Mental Health team to offer workshops on mental health topics (e.g., Depression, PTSD, Self-Esteem, Parenting, etc.).

- Promote and coordinate access to services such as mental health counselors, and work with KTC Child and Family Services to build healthy family dynamics and decrease reliance on child welfare services.
- Promote programs and activities that foster self-esteem, healthy living, and self-awareness for youth, adults, and families, including sports, group activities, and skill-building programs.
- Increase awareness of injury prevention activities, health campaigns (e.g., ATV safety, HIV/STI awareness), and healthy living programs.

2. Develop Program Coordination with Other Community Programs:

- Collaborate with other community staff and programs to offer integrated and holistic services.
- Establish and maintain active liaisons with other agencies providing recreation programs on and off-reserve.
- Act as a resource to Chief and Council, Health Services team, and other community staff on wellness and community well-being.
- Participate in regular planning and coordination of the Health Service team's activities.

3. Manage the Community Wellness Budget:

- Ensure programs operate within budget constraints; notify the Health Director of any financial concerns.
- Prepare and submit timely financial reports as required.
- Plan and manage budgets for all wellness activities.
- Research funding opportunities and write proposals to secure financial support for the program.
- Monitor funding for special requests and adjust activities as needed to stay within budget limits.

4. Manage Program Personnel:

- Supervise and provide direction to Assistant Community Wellness Workers, Recreation Workers, and other temporary staff.
- Provide professional guidance and support to ensure high performance standards.
- Communicate regularly with staff to review goals, objectives, and program progress.
- Conduct performance appraisals and provide feedback in alignment with personnel policies.
- Enforce personnel policies, including recommending disciplinary actions as needed.

5. Perform Administrative Duties:

- Maintain accurate records and statistical data for programs and services delivered.
- Ensure compliance with funding agreements and provide required written and financial reports.

- Develop program goals and objectives to be included in the Health Services Work plan annually.
- Submit written progress reports to the Program Director monthly.
- Assist with organizing fundraising efforts for the community.

6. Other Duties:

- Attend meetings and trainings as required by the supervisor.
- Maintain an up-to-date and organized filing system.
- Participate in relevant training and development to improve professional skills.

Relationships:

The Community Wellness & Events Coordinator reports directly to the Director of Health Services and supervises the Assistant Community Wellness Workers, Recreation Workers, and any other temporary personnel assigned to the program.

Qualifications:

- The minimum requirements are Grade 12 and/or a Diploma in the area of sports and recreation, and community wellness.
- Maturity and interest in community work and ability to relate well with all age groups, individually or in group settings.
- Ability to work well with other agencies/outside agencies.
- Ability to work with minimal support or supervision.
- Ability to express self clearly, verbally, and written.
- Experience working in a community setting or with various agencies.
- Awareness of the First Nation's culture and the ability to speak Cree is an asset.
- Willing to work flexible hours i.e. Weekends, evenings.
- Computer Programs Knowledge is required.
- Must have a valid driver's license and have access to reliable transportation to meet the demands of the job.
- Knowledge of mental health, injury prevention, and wellness promotion strategies.
- Ability to manage budgets, including financial reporting and securing funding.
- Demonstrated leadership skills and experience managing personnel.

The position will remain open until a suitable candidate is found.

Please send your Resume, current clear Criminal Record check and a cover letter to:

Ashley Furlong, Human Resources/ Kindy Kramer, Administrative Assistant
 General Delivery Cadotte Lake, AB T0H 0N0

Email: hr@woodlandcree.net

CC: kindy@woodlandcree.net

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