



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Traditional Wellness Services Liaison (NEW)	Posting #:	37-2024
Department:	Health & Community Services	Grade:	G4L1
Location:	5001 Dene Etene Rd; Multiple Sites Served	FTE:	1.0
Supervisor:	Community Health Services Supervisor	Rate:	\$26.70/hr.
Key Duties:	Intake, Program Planning, Service Implementation	First Posted:	2024-08-08
Effective Date:	Immediate, full time temporary to October 2025	Closes:	2024-08-21

Job Scope

Reporting to the Community Health Services Supervisor, the Traditional Wellness Services Liaison is responsible for facilitating the engagement and procurement of practitioners who practice traditional/ancient wellness modalities, in support of group services for clients of the Health & Community Services center. This work includes researching needs and procuring practitioners, and booking and staging venues, and planning and booking catering and picking up and delivering supplies, to support group wellness events. The Liaison is responsible for implementing group traditional wellness services and will liaise with other departments, such as the Culture Department, to support wellness initiatives.

The immediate short term primary focus for the Liaison is to assist senior staff with the implementation of a wellness conference in November 2024. The conference aims to implement several traditional wellness service providers in one venue. The Liaison will be responsible for booking practitioners, arranging the venue and catering, planning advertising, and registering conference attendees; and during the event the Liaison will be a main point of contact for the event and gathering measurable conference data for evaluating the success of the event and services, and will collect attendee waivers, produce an end of event survey, and take photos during the event. The Liaison will support senior staff with their management of the conference preparations.

Other responsibilities include creating promotional materials for traditional wellness services available in the community, supporting and promoting access to these services, engaging in interagency advocacy and linking, and research activities as it relates to local services. The Liaison is responsible for driving to and from various venues. Other duties as assigned.

Candidate Profile

The ideal candidate for this role is highly organized and understands the value of following workplans to keep tasks on track, and is able to work independently and within a team environment. This individual is a dedicated and personable individual with a proven track record of fostering positive relationships, including the ability and willingness to respect diverse perspectives, including perspectives in conflict with one's own. This individual has good interpersonal and listening skills combined with good questioning skills to gather the information necessary to carry out tasks.

Preferred Qualifications

Experience:

- Minimum two (2) years related experience.
- Experience working in a First Nation's organization



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- Experience working in human services.
- Experience with community engagement.
- Experience organizing group activities.
- Experience meeting deadlines, while working with multiple small projects

Knowledge:

- Mature individual of professional presentation with a minimum grade 12 education; related work experience, or an equivalent combination of education and experience.
- Knowledge of respecting cultural values and ability to deal with cultural issues sensitively.
- Knowledge and understanding of the importance of maintaining relationships with community.

Skills:

- Good communication skills – verbal, written and interpersonal.
- Good organization skills; attention to detail, documentation and work planning.
- Proficient computer skills and ability to use MS Office and Google Workspace™ applications.

Abilities:

- Ability to engage confidently with others.
- Ability to listen and ask questions to learn about issues.
- Demonstrated ability to successfully establish and maintain respectful and cooperative working relationships with others.

Other (required):

- No barriers to working with any member of the community and their family representative(s).
- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Satisfactory completion of a police information check.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

Optional (assets):

- Post-secondary education in a human services field.
- Other certificates: First Aid, WHMIS
- Ability to speak Dene and/or Cree.

Work Conditions

The regular work schedule is Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding holidays, 35 hours per week. Will be required to occasionally work a flexible schedule including evenings and weekends. Driving to and from venues is a requirement for this work. Overtime may be required from time to time, as authorized by the manager.

Compensation

Remuneration: 35-hour standard work week, group health benefits (includes life insurance, health/dental and drug coverage), and 3 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.



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Lifestyle: This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!

Application Instructions

Closes: August 21, 2024 at 11:59 p.m. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.