



?Eniyud Heath Services

Job Title: Community Wellness Coordinator

Job Family: Administration (A1)

Wage Range: \$20 - \$25 per hour

Reports To: Community Wellness Manager

About ?Eniyud Health Services: ?Eniyud Health Services is a healthcare provider committed to enhancing the well-being of the Xeni Gwet'in community through comprehensive and culturally relevant health programs. We prioritize holistic approaches to wellness, recognizing the importance of traditional healing practices alongside contemporary healthcare methods.

Role Overview: As the Wellness Coordinator at ?Eniyud Health Services, you will assist the Wellness Manager in the coordination and execution of various wellness programs, ensuring their effective delivery and alignment with organizational objectives.

Key Responsibilities:

1. **Program Support:** Assist in the coordination of Treatment Program Intake, Aftercare, Case Management, and alternative programs, ensuring smooth operations and adherence to program guidelines.
2. **Recreational Sports & Physical Activities:** Coordinates the recreational program including but not limited to the walking group, . Include overseeing the gym facility.
3. **Client Intake and Assessment:** Support the intake process for clients interested in traditional healing for trauma and substance abuse recovery, assisting with assessments and care plan development.
4. **Event Coordination:** Coordinate logistics for workshops, training sessions, and community events related to wellness programs, ensuring all arrangements are in place for successful execution.
5. **Resource Management:** Assist in identifying and acquiring resources required for program activities, including materials for workshops and training sessions.
6. **Community Engagement:** Engage with community members to promote wellness programs and gather feedback on program effectiveness and community needs.
7. **Data Management:** Assist in data collection and reporting on program outcomes, helping to evaluate program effectiveness and inform future planning.
8. **Administrative Support:** Provide administrative support to the Wellness Manager, including scheduling meetings, maintaining program documentation, and handling correspondence.
9. **Supervision:** Under the guidance of the Wellness Manager, supervise volunteers and interns supporting wellness program activities.

Qualifications:

- **Education:** Highschool diploma. Certificate in wellness or related field. Bachelor's degree or diploma in relevant field preferred.
- **Experience:** Previous experience in program coordination or related roles, preferably in healthcare or wellness settings.
- **Skills:**
 - Understanding of traditional healing practices and their integration into healthcare systems.
 - Strong organizational skills with the ability to manage multiple tasks simultaneously.
 - Excellent communication and interpersonal skills, with the ability to work effectively with diverse populations.
 - Proficiency in Microsoft Office suite and database management.
 - Ability to work collaboratively in a team environment and independently with minimal supervision.

Working Conditions:

- Working in an office environment.

Apply Now:

Please send a cover letter and your resume to:

Tracy Tanis | Community Wellness Manager

Email: tracyxeniwellness@gmail.com

You can submit a hard copy of your application to the ?EHS Office. Deadline: July 16, 2024.

Only those invited to an interview will be contacted.

Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.