

WE WAI KAI NATION HAS AN OPENING FOR AN ELDER WORKER

Deadline to Submit: August 25, 2021

Summary of Position:

This is a half-time salaried position with benefits, after a successful probationary period. It will be shared between the Cape Mudge and Quinsam Reserves. The Elder Work is responsible for planning, implementing, budgeting and reporting activities for Elders within the terms of our budget. The worker is expected to set up schedules in consultation with the program supervisor. The Elders' view will be used to determine priorities for service. There is a probationary period and subsequent evaluation.

Duties and Responsibilities:

- Transporting Elders to scheduled appointments and shopping
- Plan, organize and implement elder social and cultural programs
- Plan with and transport elders to the Annual Elders Gathering
- Assist Elders with fundraising activities on occasion

Qualifications:

- Skills – Communication, Human Relations, Motivation, and Organizational
- Ability to work independently and as a team with Elders
- Knowledge of computer and office procedures and equipment
- Valid First-Aid certificate, or willingness to obtain
- Must successfully pass the required pre-employment Criminal Record
- Must possess a Class 4 Driver's License, or be willing to get one

Personal Attributes:

- Develops and maintains positive and respectful relationships with Elders
- Individuals with proven ability to multitask and organize their time efficiently
- You must be able to work independently; with little or no direct supervision
- Have great respect for privacy and confidentiality. You will be required to sign an oath of confidentiality and terms and conditions of employment

Start Date: September 7, 2021

To Apply: Please submit Resume and Cover Letter
dropped off or mailed to 690 Head Start Cres.,
Campbell River BC, V9H 1P4
Or Email to michelle.billy@wewaikai.com

Only those short-listed will be contacted for an interview