

# WWK Nation Elders Worker/Admin Assistant

## Summary of Position:

This is a full-time salaried position with benefits, after a successful probationary period. It will be shared between the Cape Mudge and Quinsam Reserves. The Elder Worker is responsible for planning, implementing, 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
- Backup in the admin office, performing basic office function, including backup receptionist

## 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
- Knowledge of MS Office

## 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

**Deadline to Submit:** November 17, 2021

**To Apply:** Please submit Resume and Cover Letter drop off or mail to 690 Head Start Cres., Campbell River BC, V9H 1P4

Or **Email** to [careers@wewaikai.com](mailto:careers@wewaikai.com)

Only those short-listed will be contacted for an interview