

Tłchq Government Job Description

Job Title: Social/Wellness Program Coordinator
Department: Community Wellness Programs
Reports To: Manager, Social / Wellness Program
Location: Gamètì
Job Status: Full Time
Job Description Update: May 11, 2022

Purpose

To provide coordination of community wellness / social programs, topics including but not limited to self-esteem, tobacco risk awareness, addictions awareness, children and youth, elders, parenting, healing, wellness and cultural programs. Programs may vary in size and scope, from one-day workshops to daily, and ongoing programs. Leads research to action projects, disseminates health promotion media products in response to identified community needs, utilizing contributions from a variety of funding sources. Is responsible for timely, efficient and effective delivery of CART Projects in compliance with acceptable standards and Tłchq values.

Scope

Reporting to the Manager, Social / Wellness Program. The Social/Wellness Program Coordinator (CART) is a member of the CART team, which undertakes action research projects to address health and social issues in the Mowhi/Tłchq Region. The CART team conducts community surveys and consultations to identify needs, generates proposals to address those needs and undertakes a variety of projects designed to counter health and wellness problems. The coordinators provide leadership and support for a range of projects that expand community knowledge and promote community unity and work closely within the Tłchq Government departments, Tłchq Community Services Agency (TCSA), Tłchq Community Governments, the GNWT and Government of Canada to achieve objectives and strategies for Community Wellness. The Social/Wellness Programs Coordinators consult on activities. The Healing Wind Advisory Committee guides the work of the Wellness / Social Programs CART team.

Duties and Responsibilities

1. Coordinate community wellness programs in order to promote healthy lifestyle and address wellness issues.
Main Activities:
 - Consult community members on their wellness needs and priorities.
 - Schedule community events that include weekly activities, monthly activities, and special events.
 - Seek and participate in workshops, community meetings, and other venues to promote support for the Wellness / Social Program.
 - Undertake promotional campaigns for community wellness through radio advertising, community newsletters, Facebook, and public postings.
 - Respond to inquiries about available wellness programs.
 - Deliver culturally appropriate programs and activities, which may include parenting programming.
 - Network with other Social/Wellness Program Coordinators for regional activities; convene regular meetings for training, debriefing and reenergizing to ensure that CART and Social Wellness Programs initiative are sustained.
 - Be familiar with emergency procedures.
 - Maintain confidentiality in all communications.
 - Design survey instruments and conduct house to house community surveys and interviews, analyze survey responses and report findings to the communities.
 - Develop and coordinator future research-based programs consistent with community needs.
 - Creation, community screening and distribution of videos and DVD's and placement of medial on You Tube and Face Book.
 - Creation of distribution kits and staffing of the Weekend Outreach Van
 - Website updates
2. Manage the administration of Community Social / Wellness Programs.
 - Liaise with Tłıchǫ Government Departments, TCSA, community government and other health/education/social service organizations to communicate and coordinate activities.
 - Monitor effectiveness of social / wellness programs within the community.
 - Prepare monthly activity reports, updating on progress in current programs, as well as challenges and opportunities.
 - Develop and submit grant proposals and implement program funds as a result of successful applications and compile reports as required for funding.
 - Purchase necessary supplies with in established budget.
 - Supervise casual employees who may be hired to assist on an as needed basis.
 - Participate, as required, in program specific territorial or regional workshops.
 - Develop with CART team members an annual workplan
3. Promote healthy lifestyles and support the mandate of Social/Wellness Programs to prevent diseases.

- Utilize creative ways to reach various audiences with health promotion and preventive interventions.
 - Work with health professionals to create preventive educational tools to reduce STI's, diabetes and support positive community events.
 - Conduct focus groups with school students
4. Perform other related duties as required.

Knowledge, Skills and Personal Abilities

Knowledge:

- Knowledge of communities resources and services
- Knowledge of how to access community resources and services.
- Knowledge of appropriate / wellness programming
- Knowledge of program administration and program development.
- Knowledge of social / wellness programs provided by territorial, federal, TCSA and Tłchq Government.
- Knowledge of Tłchq Agreement
- Knowledge of Tłchq Culture and way of life

Skills:

- Ability to manage several tasks at one time.
- Excellent interpersonal skills
- Excellent time management skills
- Effective verbal and listening communication skills
- Ability to work independently
- Ability to organize community events to support social / wellness programming needs, including workshops and prenatal nutrition cooking classes and sessions.
- Effective negotiation and consultation skills.
- Decision making skills
- Conflict management and resolution skills
- Computer skills including the ability to operate word-processing, email and Internet applications.
- Stress Management Skills
- Ability to provide leadership and direction and the ability to communicate with motivate and train young people.
- Effective written communication and public speaking skills
- Problem solving skills
- Computer skills including the ability to operate word-processing, email and internet applications.

Personal Attributes:

- Be empathetic to community member needs and circumstances.
- Be dependable, self-motivated and demonstrate sound work ethics.

- Act as a role model for community members.
- Be honest and trustworthy.

Possession of a class 5 Drivers License is a requirement of this job. Willingness to work outside of normal working hours is an expression of this job.

Ability to speak Tłıchǫ is a asset (knowledge of Tłıchǫ culture and history is an asset). Satisfactory Criminal Record Check required. The incumbent must maintain current certification of CPR and First Aid. Immunizations must be up to date.

Education

This level of knowledge is most commonly acquired through completion of a one year certificate or two year diploma from a college or technical school and three to six months of related work experience, or some other equivalent combination of education and experience.

Working Conditions and Effort

Physical Demands

The Social / Wellness Programs Coordinator (CART) will be required to lift and move equipment and furniture as part of setup and cleanup for community events and workshops including parenting sessions. Planning and facilitating community events can involve working some weekends and evenings. Travel may be required both during and outside of the normal workday and aircraft and by vehicle. Operation of the Weekend Outreach Van requires late night activity during winter nights, with some exposure to potentially stressful situations and/or risk to personal safety.

Environmental Conditions

The Social / Wellness Programs Coordinator (CART) will be involved in facilitating activities in a variety of settings including outdoors. The incumbent travels by motor vehicle between communities and/or Yellowknife and by aircraft to the more remote communities and elsewhere. Travel by road and aircraft occurs during all seasons when at times weather conditions may be poor. Driving in bad weather requires alertness. Duty travel involves absences from the office and from home. Unforeseen weather conditions may disrupt work plans and home life.

Sensory Demands

Social / Wellness Programs Coordinator (CART) will not be exposed to any extraordinary sensory demands.

Mental Demands

Dealing with social issues and problems can be stressful. The Social / Wellness Programs Coordinator (CART) must be able to be empathetic to all community

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employee's Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature Date	_____ Supervisor's Title
I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor's Signature
	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.