



Ta'an Kwäch'än Council

A	<u>Position Title:</u>	Elder's Coordinator
	<u>Level:</u>	Six (6)
	<u>Department:</u>	Wellness
	<u>Supervisor:</u>	Wellness Manager
	<u>Date:</u>	2024-09-04
	<u>Status:</u>	Regular Full-time

B **Context Statement:**

As an order of Government in Canada, the Ta'an Kwäch'än Council has authority and responsibility to provide quality programs and services for its Citizens, and to manage its resources for the benefit of future generations, in accordance with the Ta'an Kwäch'än Final Agreement, the Self-Government Agreement, and the Ta'an Kwäch'än Constitution.

C **Job Summary:**

This position takes direction from the Elder's Council, as well as the Wellness Manager. The position will be an advocate and will liaise with the Home and Community Program, and other health and wellness related services for Elders; facilitating cultural and community activities to engage Elders; coordinating and co-facilitating workshops pertaining to health promotion and prevention strategies; set up logistics for Elder's meetings; providing transportation and travel arrangements when required. Assist or provide delivery of needed items or services to Elders.

D **Main Duties:**

- Works collaboratively in a lead role with department staff on Elder's programming services including:
 - regular home visits and/or calls to determine what supports and needs are required of each Elder.
 - Direct Elders to appropriate department and/or person for assistance if they require services such as; fuel, firewood, repairs, etc.
 - Plan and implement health, wellness, and cultural programs to meet the needs of TKC Elders Organizing at least one monthly social and/or educational event for the Elders.
 - Liaising with other organizations serving Elders such as the Golden Age Society to identify opportunities and programming for Elder activities. Distributing other government agencies pamphlets pertaining to seniors.

- Informing Elders of upcoming community events at least one week in advance. With communicating and information notifications to Elders. Assist with submission of applications if required.
- Transportation of Elders to Elder activities, Elder's meetings and other events where Elders need special assistance example with mobility and would not have alternative means of transportation including walk-assists and help getting in and out of transport. Logs all trips; destination, time, and Elders transported.
- Notifying Elders of and providing transportation to funerals as required.
- Maintain and ensure Elder's van is in good working order and clean.
- Examining ways to include Elders in activities when they are separated from the community and families, example hospital, extended care. Provide support to Elders living in long-term home care facilities
- Coordinating Elder's meetings (approx. 4 year); Advance notice to Elder's Council, Agenda; booking of venue and minute taker, set up and monitoring of IT equipment (Zoom, Teams links, etc.) and attending Elder's Council meetings, receiving guidance, writing reports.
- Communicate with Chair in distributing and tracking of minutes, follow up on action items.
- Assist Elders in their preparation for their meetings at Elders Council and GA
- Travel assistance and chaperone for attending out of Territory meetings or conferences (2 per year); registration, booking air fare, hotels, assisting Elder's with all aspects of attending events.
- Preparing funding proposals, submitting, implementing programs supported, and reporting to funders and also to Elders Council with updated information.
- Researching potential events and activities of interest.
- Compile a list of senior discount businesses.
- Assisting the Chair to develop workplan duties for Elder's Council, annual workplan and budgets. Giving notification of expenses reaching budget limits, as well as reconciling credit card limits to ensure within limits.
- Organizing an annual workshop on Wills and Estates and support to Elders to complete the process.
- Organizing annual Income Tax workshops and ensuring assistance and information is available to Elders who need help for preparing their Income tax return.
- Providing information on grants and benefits and helping with applications, example utility subsidy.

- Supporting and facilitating Elder cultural and recreational activities.
- Creating program activities and preparing content for newsletter article(s). Creating a pamphlet on program and services available to Elders.
- Maintaining and updating the Elder’s program calendar regularly.
- Organizing yearly special events for Elders (including for example; Christmas, Easter, Thanksgiving, Elders Day, Flower Day, and Remembrance Day).
- Facilitating, receiving, processing and distributing food donations – (Fish Giveaway, veggies, Christmas Hampers, etc.). Ensuring Yukon and Health Canada guidelines are followed.
- Assisting Elder’s with cheque deposits in a timely manner, especially if they are participating in meetings and events by distance.
- Ensure honorarium/per diems are submitted promptly to finance.
- Assisting Manager on any program reporting for Council and Elder’s Council.
- Maintaining a high level of confidentiality in programming and assistance to Elder’s on case matters and maintaining records in a secure and easily accessible manner, ensuring confidentiality where required due to the nature of particular records.
- Training for minute taking so minutes are taken at the meeting by a minute taker present.
- Other related duties

E Impact/Accountability:

The work of the position has a direct impact on the everyday lives, quality of life, and wellbeing of our Elders.

The incumbent will be accountable for successfully carrying out the tasks within the Job Description and the Workplan. This will contribute to the over-all mission of TKC to “*provide, promote, protect and sustain a healthy and strong lifestyle for our Citizens and future generations consistent with the traditional values of the TKC as practised today, through governing our natural, human and financial resources effectively*”.

F Decision Making:

Goals, objectives, and long-term priorities for this position are established under the TKC Strategic Plan and the Department Work-plan and are tracked by the Manager of Wellness. This position works within the direction established by the Manager of Wellness.

G Key Personal Contacts and Nature of Contacts:

WHO**NATURE OF CONTACT**

Elders Council and Elders	Direction and guidance. Traditional cultural rules application and discussing Traditional Knowledge and laws
TKC Elders	Provides transport and home support for Elders needing these services.
First Nation and government health and social service and senior agencies	To provide and exchange information and maintain working relationship
Wellness Manager	To get supervision and provide and exchange information on Citizen's service needs
TKC Staff	To exchange information and work cooperatively/respectfully and to participate and advocate for Elders where appropriate.

H Positions to Supervise:

May from time to time supervise contractors, volunteer (s) and or students.

I Working Conditions:

- This position provides services to Elders and may visit multiple locations in transporting Elders with mobility and support needs, some meetings and working in an office environment.
- The incumbent will require tact and diplomacy in helping Elders.

J Qualifications:**Education & Experience:**

- Several years experience in Administration and/or experience in the social services field, particularly in gerontology and related client services.
- Knowledge of Yukon First Nations culture, history, and reconciliation
- Office administration procedures (filing, filling out office forms, etc.)
- Proficient in Microsoft Office; Word, Outlook, Teams, Zoom
- Communicating well orally and in writing with ability to organize and handle confidential records.
- Experience with driving clients with mobility and support needs
- Excellent planning and organizing skills; event, travel and meetings
- Ability to prioritizing workload.
- Working with minimal supervision.
- Performing well in stressful situations.

- Effective relationship building internally and externally.
- Mediating skills

K Personal Suitability:

This position requires an individual who is committed to best practices of Elders services work. The incumbent must put the highest priority on relationship building, compassion, and quality of life for the Elders served. The incumbent must be an organized person when it comes to office tasks, data collection, data storage and use and be sensitive and open to First nations Culture and traditional cultural practices.

L Conditions of Employment:

- Criminal Records Check with vulnerable sector screening.
- Class 5 driver’s license, Class 4 would be a strong asset, with a clear driver abstract
- First Aid Certificate
- Values and Ethics Code
- Flexible hours of work - attend meetings and work after hours if required.

M Job Description Approval:

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

Chief / Deputy Chief

Date

Executive Director

Date

Wellness Manager

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Incumbent

Date