



Ta'an Kwäch'än Council

A	Position Title:	Health and Wellness Coordinator
	Department:	Wellness
	Supervisor:	Wellness Manager
	Date:	April 2025
	Status:	Regular Full-time

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.

Job Summary

This position is responsible for overseeing Home and Community Programming, and other health and wellness related services; facilitating cultural and community activities and workshops to engage Citizens & Elders; coordinating and co-facilitating workshops pertaining to health promotion and prevention strategies; coordinating the work plan of home care services for TKC Citizens & Elders. At times this position will provide transportation to various appointments for Elders.

Main Duties

- Plan and implement health, wellness, and cultural programs to meet the needs of TKC Elders and Citizens.
- Supports the Assistant Wellness Manager with the administrative needs for Citizens seeking medical and treatment services outside of territory, booking travel, travel claims, Honoraria, Non-insured health benefits (NIHB), etc.
- Conduct regular home visits to monitor the health and well-being of Citizens and Elders to assess their issues, needs and priorities.
- Oversee the cleaning contract to ensure compliance with contract and cleaning practices.
- Coordinate Meals on Wheels and delivery.

- Provide cultural and support services to survivors of Indian Residential School and their family members. (in conjunction with Trauma Informed Healthcare Coordinator)
- Provide support to Elders living in long-term home care facilities.
- Assist and provide transportation for Elders with medical, dental appointments.
- Maintain and ensure Wellness van is in good working order and clean.
- Assist Elders with the preparation of important documentation, utility grants, and other applicable paperwork.
- Plan and implement health promotion and prevention strategies.
- Coordinate cultural and health activities involving staff from TKC Departments where applicable. Coordinate recreational, cultural, and other activities and workshops necessary to ensure the wellbeing of Elders & Citizens, such as holistic & spiritual practices, wills & estate planning, mobility exercises, or topics of interests.
- Organize yearly special events for Elders(including for example, Christmas, Easter, Thanksgiving, Elders Day, Flower Day, and Remembrance Day)
- Facilitate, receive and process and distribute food donations – (Fish Giveaway, veggies, Christmas Hampers, etc) ensuring Yukon & Health Canada guidelines are followed.
- Assist Elder’s with cheque deposits in a timely manner, especially if they are participating in meetings and events by distance.
- Attend meetings and training when required.
- Participate in some case management meetings with other Wellness and Citizen Development staff members and, with Yukon Government health care professionals.
- Maintain a high level of confidentiality in programming and assistance to Elders and Citizens on a case matter and maintaining records in a secure and easily accessible manner, ensuring confidentiality.
- Perform other job duties as assigned from time to time.

D Knowledge and Skills

Education and Experience:

- Post secondary degree/certificate or coursework in social services field, health & wellness, education, or related client services and/or two to five years’ experience planning and implementing various health and cultural programs and services.
- Experience implementing health promotions, workshops and preventative strategies.
- Experience planning and organizing skills
- Strong administrative skills
- Strong written and verbal communication skill
- Strong conflict resolution skills

- Facilitation skills (an asset)
- Experience with driving clients with mobility and support needs

Management Skills

- Knowledge of multi-cultural beliefs, values and perspectives on First Nations Citizens with particular emphasis on TKC citizenship.
- Knowledge of community services and resources and the extent to which these resources and services support the citizens of Ta'an Kwäch'än Council.
- Knowledge of existing Health programs and of human growth and development and, the impact of influencing factors
- Ability to verbally and in writing communicate information to a variety of audiences that persuades, convinces, builds support, educates and promotes programs specific to health and wellness using language appropriate to the audience.
- Ability to deliver presentations about health and cultural issues to a wide variety of TKC Citizens.
- Ability to access appropriate community resources in response to specific client needs.
- Ability to recognize and value cultural and socio-economic differences in co-developing case management plans with the Client/Citizen.

Interpersonal Skills

- Ability to develop and maintain open and honest work relationships with a challenging and diverse range of individuals, interest groups and related service providers.
- Ability to develop and maintain positive relationships with team members within the workplace, community, and other government agencies.

E Decision Making

Independent Judgement

This position is responsible for coordinating all aspects of the cultural and health awareness programming through the work unit/departmental planning process

F Impact / Accountability

- This position is accountable for the efficient and effective coordination of cultural, health and wellness services within the parameters of TKC Wellness and Citizen Development services. As well, this position affects those within TKC participating in health wellness and cultural activities, family and childcare counselling services.

- The success of this position has a direct impact on the delivery of cultural, health, wellness, and co-delivery of related social programming to the Citizens of TKC.

G Positions to Supervise

- Homecare Worker(s) compliance with external contract
- Seasonal employment to assist Homecare Worker(s)

H Working Conditions

Spiritual Stress:

Often encounters situations that conflict with personal values such as approving services to those deemed capable to help themselves change behaviours. May sometimes be involved with Citizens who are in a highly elevated state (physical/mental), requiring use of strong conflict resolution skills.

Physical Effort:

Travel, shifts: Some travel is required mostly local within Whitehorse. Transportation of Elders to appointment. Position assignment does not require shift work

Discomfort: Position is located in an office environment

Physical Activity: sitting, bending, lifting up to 10 lbs.

Overtime/Call-in: Position is subject to frequent participation in cultural projects or special meetings scheduled outside normal working hours.

Pressure Deadlines: Position is subject to pressure to meet established short-term deadlines in a variety of areas including program development and activities.

Concentration: Located in an office and must work effectively amid interruption.

Emergency response: This position is not a response resource in the department i.e. child apprehension collaboratively with Yukon Government social work staff.

Multiple reporting: Not applicable.

Emotional: Will be required to deal with angry or emotional clientele on occasion.

This position is located in an office environment. The incumbent may experience stress when dealing with people who may exhibit a considerable range of emotions on issues affecting their health and wellness.

I Key Personal Contacts and Nature of Contacts:

Who	Why
Elders	Traditional cultural rules apply.
TKC Citizens	Provide advice & support to Citizens for development needs.
General Assembly	Provide annual report and information.
Council	May be asked to provide information, seek direction.
Executive Director	May be asked to report to and seek direction/advice.
Management Team	Share information.
Staff	Works with TKC staff as part of development team.
Officials of Gov't.	Work with, exchange information, advocate, etc.
F.N. Organizations	Work with, exchange information, advocate, etc.

J CONDITIONS OF EMPLOYMENT:

- Oath of allegiance and secrecy,
- Value and Ethics Code,
- Conflict of interest declaration,
- Valid drivers' license
- Security clearance (RCMP criminal check- vulnerable sector)
- Other _____.

