



TSAWWASSEN FIRST NATION  
s̓əwaθən məsteyəx<sup>w</sup>

## EMPLOYMENT OPPORTUNITY

### ELDERS COORDINATOR (Full Time Regular)

#### Position Summary

The Elders Coordinator will plan, implement, evaluate and facilitate recreating programs designed to meet the social, emotional, cultural and physical needs of Tsawwassen First Nation (TFN) Elders. This includes assisting in necessary home care and assists with basic activities of daily living such as transportation, grocery shopping, and systems navigation. The Elders Worker will support TFN Elders to remain active, healthy members of the TFN community. The position is part of a department that supports TFN families.

#### Working Relationships

The Elders Coordinator will be part of the Health and Social Services (HSS) department, reporting directly to the Manger of Health and Social Services. The Elders Coordinator will also work cooperatively with other HSS team members. The Elders Coordinator will establish and maintain effective working relationships with clients, staff, community members, government representatives, Public Guardian and Trustee Office, and contractors.

#### Specific Responsibilities

- Plan, organize and implement daily activities for Elders including but not limited to, day trips, speakers, educational workshops, physical activities and cultural opportunities.
- Meal plan, cook, serve and cleanup of food for Elders including lunch twice per week, breakfast once per week and daily snacks.
- Ensure meals and snacks are well balanced, healthy and cater to specific dietary requirements of elders; including but not limited to “heart smart” and diabetic friendly.
- Develops and administers a monthly meals budget and ensures that good value is obtained on food purchases
- Develop new programs to expand activities in the program.
- Organize educational and cultural workshops based on emerging needs of Elders.
- Coordinate and support elder wellness, social connection and mental health.
- Coordinate and implement Elder’s Walking program at Tsawwassen Mills Mall weekly, including a healthy breakfast to start the day.
- Provides transportation to events, assists passengers getting into and out of vehicle and operates vehicle in compliance with BC Motor Vehicle Act.
- Coordinates the attendance of Elders at conferences, gatherings and events including making travel arrangements and booking accommodations.
- Identifies cultural or recreational events that may be of interest and are within the travel capabilities of the Elders.
- Transports Elders to medical and various service appointments as needed.
- Consults with various team members to ensure Elder’s health care and home needs are being met in appropriate ways.
- Understand and educate elders on elder abuse and understand duty to report requirements.

- Good understanding of how to maintain physical and mental well-being for elders and how to support elders in maintain their own well-being.
- Build and maintain a network of positive working relationships with other TFN departments and outside service providers to ensure effective referrals and a good continuum of care.
- Ensure that Elders are engaged and connected to appropriate programming and supports offered through HSS and outside agencies. Assist clients in assessing outside services, working with HSS team to do referrals.
- As required, consult with HSS programs, and other relevant individuals to identify and respond to the needs and goals of individual Elders and attend case consultation when necessary following TFN procedures.
- Function as a team member of the health and social services department. Attend and positively participate in staff meetings as required.
- Keep abreast of all current social concerns and as required attend professional development activities in order to remain informed regarding issues relevant to Elders.
- Positively address all concerns, incidents or crises relating to the Elders program.
- Respect and assure Elders of confidentiality in the community and with other service professionals.
- Consult with and report to immediate supervisor, and prepare and submit monthly reports to supervisors, as required. Maintain accurate Elder files along with all required forms, compile statistical records to support program needs and inform ongoing program development and evaluation. Ensure Elders files are kept in accordance with TFN Freedom of Information and Personal Privacy Act and other records keeping legislation that applies.
- Assist other members of the Health and Social Services team in establishing a trusting, non-judgmental, non-exploitative rapport with Elders. As required, perform any other duty that the Health and Social Services Manager deems necessary to ensure the safe, healthy, and productive operation of the program.

### **Working Conditions**

Work is performed in an office environment, Elders Centre, with visits to TFN Elders' homes. The hours of work for this position are based on program needs and require flexibility as there will be a need for some evening and weekend work. The hours are primarily 9-5 with Wednesdays being 7:30-5. The Elders Coordinator may be required to work on days that TFN may be closed.

### **Qualifications**

- Diploma or Degree in relevant field (Gerontology, Health Sciences, Recreation, Social Work or related field)
- A minimum of two years' experience working collaboratively with elders or elders groups
- Knowledge of mental and physical health issues for First Nations elders
- Understanding of Coast Salish culture
- Self-motivated and strong independent work skills
- Coordination experience – experience with planning, developing and implementing programs
- Valid Class 4 BC Driver's
- Demonstrated self-initiative, as well as the ability to work independently and as part of a team.
- Demonstrated ability to identify with the mandate, policies and procedures of the organization.
- Must possess a strong working knowledge of computer systems and programs, and technology.
- Must have strong written and oral communications skills, including the ability to compile accurate records and prepare reports. Must be able to keep excellent client records.
- First Aid and Food Safe certification are assets; must be willing to obtain certification if provided the opportunity.
- Must complete and successfully pass a Vulnerable Sector Criminal Record Check

**Wages and Benefits:**

Competitive compensation. TFN offers an exceptional benefit package including eligibility for our pension plan.

Please forward your resume along with a cover letter by email to [hr@tsawwassenfirstnation.com](mailto:hr@tsawwassenfirstnation.com)

Or mail/drop off to:

Human Resources  
1926 Tsawwassen Drive  
Tsawwassen, BC V4M 4G2

Pursuant to the Tsawwassen First Nation *Government Employees Act*, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC *Family Law Act*) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.

*We wish to thank all applicants for their interest; however, only short-listed candidates will be contacted for interview.*