NIEFS
NORTH ISLAND EMPLOYMENT

Elder's Coordinator Assistant Part-Time

Port Hardy and North Island
Port Hardy

Friday November 6, 2026

$21 - $25/ hour ($22/Hr)

Company: Gwa'sala-'Nakwaxda'xw Nations

Industry: Management/ Administration

How to apply:

Qualified applicants are invited to submit a resume and cover letter detailing their qualifications and experience to: Rosie Dugas Health Director, Gwa’sala-‘Nakwaxda’xw Nation Health & Family Services Email: rosie_dugas@gnhfs.com We thank all applicants for their interest; however, only those selected for an interview will be contacted

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Attachment: Elders Coordinator Assistant.pdf

Expiry Date:
Friday, November 20, 2026

Details:
Department: Home & Community Care Location: Port Hardy, BC Employment Status: Part-Time Hours: Tuesday, Wednesday, Thursday (5-6 hours per day) Wage: $22.00 per hour Reports To: Health Director and Elder's Coordinator Position Summary The Elder's Coordinator Assistant is responsible for coordinating services for Gwa'sala-'Nakwaxda'xw Elders to address needs, including, but not limited to cultural, recreational, physical and social needs. This includes helping to coordinate the Elder's Day Program, helping to lead and organize events, recreational sessions, health and wellness activities, fund raising events, workshops, and writing fund-raising proposals. The Elder's Coordinator Assistant is also responsible for timely and accurate reporting and maintaining the strict cleanliness standards of the Elders' Centre. Key Duties and Responsibilities It is important to note that these represent the range of potential activities that can be carried out through this position. It is necessary to prioritize which activities will be provided based on community needs, worker time and existing resources. •Develop a Workplan that includes all program activities, and which can be used to develop a monthly calendar of activities. •Help coordinate all aspects of the Elders' Day Program, including: o Plan each session's activities, o Arrange for and confirm attendance of guest presenters, o Facilitate the transition of all activities, o Ensure necessary materials are available for all activities. •Assist the Coordinator in all services for Elders' program activities. This includes but is not limited to: o Organize menus for meals, o Ensure all needed materials are available on site for

all activities, o Ensure facilitators, guest speakers or service providers are informed about expectations, times and activities; •In partnership with the Health department and/or the Child & Family Services department, ensure that workshops, information sessions, or services are made available to Elders as necessary. This may include, but is not limited to: o Diabetes education, o Home and Community Care services o Flu shots, o TB testing, o Health promotion activities (e.g. physical exercise, walking clubs, etc.), o Substance use prevention/intervention; •Liaise with appropriate and relevant off reserve services to ensure that workshops, information sessions, or services are made available to Elders as necessary. This may include, but is not limited to: o Nutrition education, o TB testing, o Health promotion activities, o Mental Health services; o visits will be shared with the appropriate team members providing services to those Elders. •Attend staff meetings. •Ensure a high standard of cleanliness for all program activities and that the Elders' Building and all equipment is kept clean and sanitary. •Ensure that all food preparation activities are supervised by someone with a Foodsafe certificate and in accordance with those requirements; •Prepare monthly reports on all activities for the Supervisor; for review with the Elders' Council and help with Trust presentation for AGM. As well as an annual report on all activities. This report will include the following information: o Dates of each activity, o Title and summary of each activity, o Number of participants, o Information about any outcomes or evaluations for each report; •Complete accurate and confidential records of all activities; •Adhere to all approved standards, policies and procedures; •Complete accurate and timely reports on all activities; •Ensure services are delivered in a culturally appropriate and safe manner. Other Duties •Fulfill other related duties as directed. Equipment Used •Computer/printer; •Work vehicle. Key Personal Contacts •Elders; •Community members, staff, and elected leaders; •Health Department; •Child & Family Services Department; •VIHA Home Care Services; •VIHA Public Health Services. Positions Supervised • None.

Qualifications & Experience:

Education •Valid Driver's Licence. Knowledge •Knowledge of relevant health issues (e.g., health promotion/prevention, geriatric services, Home & Community Care, Community Health, diabetes, etc.); •Knowledge of positive family systems and cultural practices. Experience •Experience with planning and coordinating group

activities; •Experience with budget planning and tracking; •Experience with the Gwa'sala-'Nakwaxda'xw community and surrounding communities; •Experience living a healthy lifestyle as a role model. Working Conditions •Tuesday, Wednesday, Thursday work week, approximately 15 hours per week; some evening or weekend work may be required, between 9 AM to 3 PM •Some travel may be required. •The position adheres to the personnel policies and procedures, code of ethics, and current job description of the Gwa'sala-'Nakwaxda'xw Nations.
