

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## POSITION DESCRIPTION

### Indigenous Healing and Wellness Worker

**REPORTS TO:** Director of Health

#### **SUMMARY OF WORK DESCRIPTION:**

The purpose of the Indigenous Healing and Wellness Worker program is to assist Indigenous individuals by helping to identify action plans to address concerns to improve the physical, mental, emotional, and spiritual health of Indigenous people and communities. This is achieved by promoting healthy lifestyles through client support, community events, workshops and public education opportunities and networking. The program is a resource for clients to achieve their wellness goals; provide confidential peer support; complete intake referrals for treatment; develop prevention programs; advocate for client services.

#### **RESPONSIBILITIES INCLUDE:**

-Connect with clients and respond to client-related requests (such as registering for services, discussing service options, requesting information, and providing rapid response counselling).

-Plan and coordinate the delivery of awareness for workshops, events and activities that promote healthy families, and cultural awareness for Indigenous individuals.

-Deliver culturally appropriate activities, including arranging for speakers and workshops that focus on family wellness, traditional ceremony, fitness/recreation, and healthy lifestyles.

Educate clients and/or families in support services available and help develop client actions plans to identify and address needs and concerns.

-Act as a liaison between clients, their treatment team and other service providers, professionals, and agencies.

-Build relationships and trust with the clients to ensure that clients are receiving proper care and treatment in the services they require, while always maintaining confidentiality.

-Oversee the client's case from beginning to end, including coordination of appropriate support, information management related to the case, resolving client concerns, and facilitating relationships between the appropriate service providers/partners.

-Engage in outreach activities to create awareness of the programs and activities available.

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- Develop messaging to promote the participation of targeted aged groups in the planned activities, functions, and programs on a regular and on-term basis.
- Attend appropriate workshops, seminars and training sessions as required.
- Provide referrals to substance abuse treatment programs, youth services programs and referrals To other community and social service programs.
- Provide one to one, group, and family counseling.
- Receive referrals and determine needs or redirect the referral as appropriate.
- Maintain documentation and records.
- Identify and prioritize the needs and strengths of client/family, including health risks.
- Work in a multidisciplinary team as required.
- Provide after care support and assistance to clients returning from alcohol and drug rehabilitation.

## Knowledge, Skills & Abilities

- Proficient communications skills, verbal and written
- Demonstrated ability to facilitate presentations and workshops
- Proven ability to maintain sensitivity towards cultural, religious, economic, and social beliefs, values, and opinions.
- Excellent organizational and time-management skills.
- Knowledge of community resources, support services and the variety of unique program information available
- Knowledge of Secwepemc culture, language, and traditions
- Must work independently, but also effectively as a team member

## Workload Management and Communication:

- Maintain a work schedule based on priorities of clients, families, program staff and self-care;
- Workload is managed to reflect service needs and program requirements;
- Completes required reports, records, and documents according to program administrative guidelines and service guidelines;
- Appropriately utilizes consultation with colleagues and Director and seeks supervision appropriately;
- Maintains a positive and cooperative work environment and relationship with colleagues;
- Handles all documentation and information in a confidential and respectful manner;

## Professional Development:

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- Participates in continuing education opportunities to keep up to date of new knowledge, information, and skills for the performance of the position;

## **Administration:**

- Maintains client information, records, monthly calendar, schedules;
- Ensures that files are secure;
- Ensure that closed files are safely stored (indefinitely, as clients have a right to access information at a much later date);
- Consults with Director as required; performs other duties as requested.

## **POSITION REQUIRED QUALIFICATIONS:**

- University degree or college diploma in a field related to social and/or health and wellness field
- Crisis Intervention certification or counselling training preferred
- Minimum of two years' work experience in a similar or related position
- Courses in Conflict Resolution an asset.
- Considerable experience as an addiction counselor, preferably working with First Nation's clients.
- Strong interpersonal skills, good judgment, ability to communicate effectively.
- Strong organizational, program development and self-directed skills
- Working experience with the community and having a good knowledge of the issues encountered by First Nations people.
- Proven experience in one-to-one and group counseling.
- Able to undertake client intake and conduct client assessments.
- Able to maintain strict client confidentiality guidelines.
- Knowledge of First Nations history, traditions, lifestyles, culture, including approaches to community development and wellness.
- Work experience with First Nations organizations is an asset.
- Adherence to applicable Codes of Ethics.
- Must pass a criminal records check, vulnerable persons.
- Maintain flexible hours.
- Must have a reliable vehicle and a valid BC driver's license.
- Ability to work as a team member.
- Excellent public relations, interpersonal and communication skills.

Deadline: Thursday, October 31, 2024 @ 4pm

Please send resume to [Healthdir@bonaparte.band](mailto:Healthdir@bonaparte.band) and [executiveasst@bonaparte.band](mailto:executiveasst@bonaparte.band) or handed to the office