

CHAMPAGNE and AISHIHIK FIRST NATION

<u>Identification:</u>	Takhini Activity Worker
<u>Department:</u>	Community Wellness
<u>Supervisor:</u>	Youth Program Officer
<u>Date:</u>	June 3, 2022
<u>Wage Level:</u>	5
<u>Status:</u>	Auxiliary On-Call

A. Job Summary:

Reporting to the Youth Program Officer and working closely with all Community Wellness staff and other departments, the incumbent is responsible for coordinating wellness activities in Takhini River Subdivision (TRS) as well as maintaining the Takhini Community Hall for programs. The Community Wellness program is intended to give CAFN citizens opportunities to practice healthy lifestyle activities, learn new skills, connect with other community members, and practice CAFN culture and traditions etc. The Takhini Activity Worker will ensure these recreational /social /educational and traditional activities take place.

B. Main Duties:

1. To develop, coordinate and implement Wellness activities for children, youth and families by:
 - providing day programming within the summer months with occasional evenings and weekends;
 - developing a seasonal plan for activities;
 - Assisting in the creation and delivery of monthly activity reports with respect to programming initiatives, delivery and statistical information;
 - engaging community members in the development of community based/culturally relevant Wellness Activities in collaboration with Community Wellness members/other CAFN Departments and in consultation with Elders/community leaders;
 - Ensuring a team approach to new wellness activities, working with Community Wellness staff and other departments;
 - Working with resource personnel with expertise in providing youth recreational and personal skills development activities options;
 - Working within established work plans, goals and objectives to develop a seasonal plan or schedule of initiatives; and
 - Working within budget requirements, monitoring and maintaining project expenses as outlined by the supervisor.

2. To provide opportunities to practice healthy lifestyle activities, learn new skills, connect with other community members, and practice CAFN culture and traditions etc. by:
 - Engaging community members in relevant Wellness Activities;
 - Promoting awareness and appreciation of the values, customs, language and socio-economic conditions of the Champagne Aishihik First Nations people, in the delivery of daily duties;
 - coordinating and implementing a variety of programs and activities such as, but not limited to: Traditional Parenting, Healing circles, Medicine Wheel teachings, storytelling fire talks; regalia sewing, harvesting and canning foods and traditional medicines, etc.;

- encouraging children/youth/families' participation in activities such as dances, camps, social events, drama camps, First Hunt, First Fish, youth exchange opportunities, mentoring / shadowing programs, etc. assisting families to attend/participate in cultural programs; and
 - promoting community spirit and pride within Champagne Aishihik First Nations.
3. Ensure these recreational /social /educational and traditional activities take place by:
- following work plans, monthly schedules, and other program guides;
 - Advertise and promote Community Wellness Activities in Takhini area;
 - collaborating with other members of the Community Wellness Department as well as other CAFN departments; and
 - Ensuring that various support services (e.g. grieving workshops, mediation skills, stress management techniques) are incorporated into land based activities.
4. Performs other duties as required:
- Liaising with Youth Program Officer, PS to maintain the general upkeep of the Takhini Hall facility;
 - ensuring the area is clean after each activity;
 - documenting client engagement as required; and
 - completing any other required reports or administrative tasks as requested;
 - attending regular Community Wellness Dept. meetings as requested; and
 - participating in recreation meetings, workshops and committees, as directed.

C. Job Knowledge and Skills:

Education and Experience:

Successful completion of grade 12 or equivalent with experience in coordinating wellness activities.
 The incumbent must have the knowledge and ability to use Microsoft Office and software programs for posters.
 Excellent communication skills to deal effectively with children, youth and adults.

Job Knowledge

Knowledge of CAFN History, culture and priorities
 Knowledge of First Nations culture, traditions, and values
 Knowledge of First Nations Traditional activities
 Knowledge of the Community Wellness Programming
 Knowledge and ability to use Microsoft Office and other software programs

Management Skills

Ability to assist in coordinating evening and weekend activities
 Good organizational and time management skills

Specific Skills

Ability to use the computer and various software
 Ability to assist in planning and organizing program activities
 Ability to follow a work plan with minimal supervision

Interpersonal Skills

Ability to work with a variety of individuals and groups
 Must be able to work with minimal supervision
 Good oral and written communication skills
 Ability to deal effectively with public and peers
 Act as a positive role model by demonstrating a healthy lifestyle
 Ability to work in a team environment
 Ability to handle sensitive, highly confidential documentation and maintain strict confidentiality

D. Decision Making:

Goals, objectives and long term priorities for this position are established by Community Wellness, Youth Program Officer and Community Wellness Director.

E. Impact/Accountability:

This position will enhance the programing in the evenings and weekends in Takhini and support the cultural traditions and values. The success of this position will assist in delivering the Community Wellness activity programing. The overall goal is to increase healthy and active living for all CAFN citizens.

F. Positions Supervised:

None

G. Working Conditions:

This position requires time both inside and outside of an office environment. Some time may be spent participating in community wide cultural & family events, both indoors and outdoors. There will be a high level of exposure to the public and will sometimes have to deal with criticism and complaints about services or programs. There is a regular need to meet critical deadlines, a constant need to work irregular shifts (i.e. evenings and weekends) in order to run particular programs and occasionally working outside and doing physical activity.

H. Conditions of Employment:

- Valid Class 5 Driver's License (Class 4 driver's license would be an asset)
- Valid First Aid Certificate
- Vulnerable Sectors Records Check
- Food Safe Level 1 & 2 - willing to obtain
- Willingness to work evenings and/or weekends, as required
- Ability and willingness to travel, as required
- Mandatory confidentiality is a condition for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious; and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director of Human Resources

Date

Director of Community Wellness

Date

Senior Director, Citizen Services

Date

Employee

Date