



Wuikinuxv Health Centre

Wuikinuxv Village, Rivers Inlet
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June 25, 2025

Job Posting: Elder and Disability Support Coordinator
Department: Wuikinuxv Health & Social Development
Pay: \$25/hour with possibility of increase; Full-Time Position
Deadline: July 2, 2025
Start Date: July 7, 2025

The Elder and Disability Support Coordinator provides non-clinical, culturally respectful support to Elders and individuals living with disabilities in the community. The primary purpose of this position is to maintain consistent connection with clients, assist with housekeeping when appropriate, support access to services, and enhance quality of life through advocacy, social engagement, and regular wellness check-ins. This role helps ensure community members remain supported, valued, and connected within the community.

Reporting and Collaboration: The Elder and Disability Support Coordinator reports directly to the Health Director. They work both independently and collaboratively with the Community Health Nurse, Community Health Representative (CHR), Event Coordinator, and other health and community staff involved in supporting wellness, programming, and care for Elders and individuals with disabilities.

Duties and Responsibilities:

- Providing companionship and regular check-ins with Elders and individuals living with disabilities
- Offering housekeeping in personal or communal spaces as needed (e.g., tidying, dusting, sweeping, dishes, laundry)
- Assisting clients with advocacy tasks (e.g., government forms, scheduling appointments, phone support)
- Coordinating and facilitating social gatherings, community lunches, and wellness activities
- Setting up and supporting the Elders' Council and inclusive gatherings, including organizing meeting space, refreshments, and note-taking if needed
- Observing and reporting any changes in client health, mood, safety, or potential home hazards to the nurse, CHR, or Health Director
- Supporting participation in community events or access to programs
- Assisting clients who may need help with carrying or lifting items over 10 lbs (within safe capacity)

- Collaborating with the nurse, CHR, Health Director, and Event Coordinator to support client wellness
- Documenting visits, concerns, and activities in a simple log format
- Maintaining confidentiality and respecting dignity in all interactions

Required Skills and Qualifications:

- Experience working with Elders or individuals with disabilities in a community-based support role
- Strong interpersonal and communication skills
- Ability to maintain confidentiality and uphold professional boundaries
- Familiarity with Indigenous values, community dynamics, and culturally respectful protocols
- Comfort with completing basic paperwork and forms
- Organized, reliable, and self-directed
- Physically able to assist with lifting and carrying items over 10 lbs (within safe capacity)

Interested individuals are encouraged to submit their Cover Letter and Resume to Cerelina Willie at health_director@wuikinuxv.net with the subject “**Elder and Disability Support Coordinator - <Name>**”.