



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
Administration Office Phone: (250) 949-8625
Administration Fax: (250) 949-7105

Job Title: Social Development Coordinator

Location: Wuikinuxv Nation

Reports To: Director of Health and Social Wellness

Job Overview:

The Social Development Coordinator is responsible for overseeing the administration, management, and delivery of community development programs aimed at improving the well-being of Wuikinuxv Nation members. This role involves coordinating training, employment opportunities, and workshops on budgeting, nutrition, and healthy living. The coordinator also ensures the effective implementation of social development strategies, policies, and programs that benefit the community, while fostering collaboration with other departments and community stakeholders.

Key Duties and Responsibilities:

Program Coordination and Delivery:

- Coordinate the administration, management, and delivery of community development programs and initiatives.
- Facilitate workshops for clients on budgeting, nutrition, and healthy living, ensuring that the necessary tools and processes are in place to support effective case management and client referrals.
- Address complaints and inquiries related to social development programs, working to resolve issues in a timely and efficient manner.
- Collaborate with the Education Coordinator and Language Coordinator to deliver language, cultural activities, and other community development initiatives.
- Collaborate with the Income Assistance Coordinator on employment training, budgeting and back-to-work programs for income assistance clients
- Develop and maintain community contacts and networks to promote unity, responsibility, and engagement within the community.
- Lead a social development committee to discuss community needs and wants around social development, representing Wuikinuxv Nation in matters related to training, employment, and community development.
- Participate in community events and activities as requested.
- Support the community with monthly events that bring everyone together.

Administrative and Supervisory Duties:

- Set objectives and priorities for the delivery of social development services.
- Provide training, advice, and guidance to team members, ensuring they are equipped to carry out their duties effectively.
- Collect feedback from clients and stakeholders on the effectiveness of team members and programs.
- Continuously evaluate team performance, addressing any conflicts or challenges as they arise.
- Research and identify opportunities for program funding to support ongoing initiatives.

- Develop workplans and budgets in partnership with the Education and Language Coordinators.
- Ensure the timely collection of necessary information from program participants and consolidate mandated reports for relevant funding agencies.
- Oversee the development and maintenance of accurate, confidential client case notes and filing systems.
- Assist in preparing business plans, writing reports, and making formal presentations to funding bodies.
- Attend meetings, training, and workshops as required to stay current on trends and best practices in social development.

Qualifications and Skills:

- Certificate or diploma in social services, community development, or a related field, or equivalent experience.
- Proven experience in social development, community engagement, and program management.
- Strong organizational and project management skills, with the ability to prioritize and meet deadlines.
- Knowledge and understanding of Indigenous culture and community dynamics.
- Excellent communication and interpersonal skills for collaborating with a diverse range of stakeholders.
- Ability to work both independently and as part of a team, demonstrating adaptability and problem-solving skills.
- Proficiency in Microsoft Office Suite and case management software.

Working Conditions and Compensation:

- Full-time position.
- Occasional evening or weekend work may be required.
- Occasional travel may be required for meetings and events.
- Wage \$58,000-\$65,000 based on experience

Why Work with Us?

- Be a part of a close-knit, vibrant community that values cultural preservation, environmental sustainability, and community well-being.
- Make a meaningful impact by helping to ensure that our members have safe, comfortable, and well-maintained homes.
- Work in a supportive, collaborative environment with opportunities for growth and development.

How to Apply:

Please submit your resume and a cover letter detailing your experience and why you are interested in this position to **Cerelina Willie at health_director@wuikinuxv.net**. Applications will be accepted until **March 14, 2025**.