

**BINCHE WHUT'EN**  
**Community Wellness Liaison**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Community Wellness Liaison
<b>INCUMBENT:</b>	TBA
<b>SUPERVISOR'S TITLE:</b>	Health Director
<b>STATUS:</b>	Full-time (35 hours per week)
<b>TERM:</b>	1 Year
<b>FINANCIAL SIGNING AUTHORITY:</b>	None
<b>NO. OF INDIVIDUALS SUPERVISED:</b>	None

**Position Summary**

Provides support to communities to enhance culturally safe COVID-19 mitigation measures, community preparedness and response capacity. The community Liaison role assists leadership of the sub-region, family, Nation, community or health services organization to which they are assigned, through effective engagement with the community members, and health partners including First Nations Health Authority and Regional Health Authority (RHA). In addition, they use their local knowledge and context about the community, family units, structures and processes in the region to ensure that needs arising from COVID-19 pandemic are being addressed in a manner that is relevant

**A Dakelh World View: Values and Principles for Binche Band Employment**

- Dakelh Worldview respects clan traditions, Dakelh values, cultural teachings, family, and community knowledge. Must respect the voices, concerns, ideas and input from the community
- Binche Whut'en has the right to self-determination. We have the right to govern ourselves and to follow Dakelh ways.
- Binche Whut'en has traditional laws, bylaws, and codes that protect the people, lands, and animals on our traditional territories.
- Binche governance is transparent, performance-based, and aligns with Dakelh values.
- The principles of fairness, honesty, equity, and sustainability will guide all decisions concerning our human resources, animal resources and land resources.

### ***Education and Experience***

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- Experience in social or health service.
- Grade 12 or equivalent.
- A Binche Whut'en member.
- Understands basic Carrier language and is able to speak key Carrier words.
- Has a valid Driver's License.
- Level 1 First Aid is an asset.

### ***Skills Required***

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- Demonstrated ability to maintain confidentiality of sensitive information.
- Ability to organize and plan own work.
- Ability to be flexible and meet changing priorities.
- Ability to work overtime as needed
- Good verbal and written skills including ability to keep clear notes and action items.
- Strong ability to collaborate with others and work well in a team
- Indigenous-centered service approach
- Building a trust-based relationship
- Open listening and empathy
- Commitment
- Team and community

### ***Overall Responsibilities***

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- Distributing community relevant COVID-19 education to ensure individuals and families understand COVID-19 precautions.
- Promoting basic infection prevention and control practices to prevent COVID-19 transmission.
- Acting as a direct resource to community-answering or responding to questions from members.
- Assisting in identifying accommodations in and around community for potential self-isolation and/or surge.
- Assisting in developing and supporting food security supports.
- Facilitating access to community resources and providing information on community services such as harm reduction and mental health and wellness programs.

- Assisting in ordering, receiving and distribution of personal protective equipment.
- Developing and maintaining strong working partnerships with communities, health care providers, health system partners and relevant or organizing's to support coordinated care.
- Engaging with the communities' away-from-home population/families.
- Working collaboratively with communities and the RHA COVID-19 contact tracers to support culturally contact tracing services as per the process between the RHA and the community.
- Assisting primary health providers in monitoring designated community members via phone daily to ensure that holistic need is being met and isolation plans are being maintained.
- Providing regular reporting on services provided
- Performing other related duties as assigned
- Manages and provides routine office services; such as, answering the phone, taking phone and in-person messages for other Binche Whut'en employees, ordering supplies, managing office inventories, troubleshooting office equipment malfunctions, and keeping the office, reception, kitchen, lounge and hall areas clean, tidy, and in good working order.
- Maintains a professional standard of office administration and a respectful representation of the Binche Band Office.
- Provides Binche Band employees with access to Binche policies and procedures.
- Provides administrative support services for community and employee appeals.
- Practices a team approach to working as a Binche Whut'en employee.
- Ensure & communicate safe, effective and obedient operation of the Binche Band Office & Community Centre rules (collecting breach fines).
- Other duties as assigned (may be up to 10 percent of the overall position workload).

**DATE:**

**APPROVAL BY THE BINCHE BAND ADMINISTRATOR:** \_\_\_\_\_

I certify that I have read and understand the responsibilities assigned to this position.

**Signature of Incumbent:** \_\_\_\_\_

**Printed Name of Incumbent:** \_\_\_\_\_