



AHOUSAHT

AHOUSAHT FIRST NATION

Chahchum Hii Yup Health Department

ᑕaaᑭᑭuusᑦaᑭᑭ — "We Are One"

ELDERS COORDINATOR

Position Title:	Elders Coordinator
Department:	Chahchum Hii Yup Health Department
Reports To:	Myrtle Atleo, Manager Walter Thomas Assistant Manager
Location:	Ahousaht, BC
Employment Type:	Full-Time, Permanent (35 hours/week)
Wage:	\$30.00 - \$35.00/hour (depending on experience)
Status:	Drop off resumes to Chahchum Receptionist or email to myrtle.atleo@ahousaht.ca or walter.thomas@ahousaht.ca Deadline is March 25, 2026, by 12:00 PM

Purpose of This Role

Our Elders carry the heart of who we are as ᑕaaᑭᑭuusᑦaᑭᑭ. Their knowledge, stories, language, and lived experience are irreplaceable gifts that shape our identity and guide our future. Yet too often, Elders face barriers to accessing services, attending community events, staying connected, and having their needs truly heard.

The Elders Coordinator exists to make life easier for our Elders in real, practical, everyday ways. This is not a clinical or homecare position. It is role grounded in relationships, advocacy, and action. The coordinator walks alongside our Elders: learning what they need, connecting them to the right support, creating programs they actually want, driving them to events, ensuring they are fed and visited, and amplifying their voices across the health department and Nation.

Over time, this relationship-first approach may naturally lead to the formation of a Knowledge Keepers Council a respected circle of Elders who guide cultural and wellness direction. But the foundation of this role is service: being present, being trusted, and being useful.

Key Duties & Responsibilities

1. Elder Needs Assessment & Relationship Building

- Conduct one-on-one visits with all Elders in Ahousaht and maintain contact with urban-based Elders to understand their individual needs, interests, and priorities
- Develop and maintain a confidential Elders registry that includes home-based and urban members, health considerations, cultural interests, emergency contacts, and support needs
- Carry out a formal community needs assessment within the first 90 days and update annually to guide programming decisions

2. Practical Daily Support & Advocacy

- Coordinate transportation for Elders to medical appointments, community events, ceremonies, shopping, and social outings
- Coordinate a Meals on Wheels or community meal delivery program for Elders who are homebound or living alone
- Advocate on behalf of Elders with health services, housing, Social Development, Home and Community Care, and external agencies
- Support Elders in navigating government services, benefit applications, and community resources

3. Program Development & Delivery

- Design and deliver Elder-centered programs based on what Elders say they want such as cultural workshops, language circles, land-based outings, social gatherings, and wellness activities- as an example
- Organize regular social events including luncheons, game nights, seasonal celebrations, and intergenerational activities that connect Elders with youth as -an example
- Create mentorship and storytelling opportunities that honor Elders as teachers and knowledge holders
- Coordinate with cultural practitioners and artists to deliver culturally grounded programming

4. Resource Connection & Service Navigation

- Serve as the primary point of contact and navigator for Elders accessing health department and community services
- Build and maintain a current resource directory of services available to Elders (health, dental, vision, mental health, financial, housing, legal, cultural)
- Establish referral pathways with Home Care Workers, Social Development, NTC, FNHA, and other service providers
- Connect urban-based Elders to services and cultural programming in their area and maintain regular communication

5. Knowledge Keepers Council Development

- As trust and relationships are established, work with Elders to explore the formation of a Knowledge Keepers Council to advise on cultural, language, and wellness initiatives
- Ensure any council structure is Elder led, culturally grounded, and developed at a pace that respects community readiness

- Support council gatherings with proper protocol (prayers, traditional foods, honoraria, accessible meeting spaces, Zoom for remote members)

6. Administration, Reporting & Budget Management

- Maintain accurate records of all programming, visits, expenditures, and outcomes
 - Prepare quarterly reports for the Health Director and annual reports for Chief & Council and funders
 - Manage the program budget (\$30,000 annually to start) and travel budget, ensuring compliance with funding guidelines
 - Contribute to grant proposals and funding applications to sustain and expand Elder programming
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Required Qualifications

Working with Elders demands a unique set of qualities. This role requires someone who carries both professional competence and cultural grounding.

Essential Qualifications

- Demonstrated knowledge of and deep respect for Nuu-chah-nulth culture, traditions, protocols, and the specific context of Ahousaht First Nation
- Lived or professional experience working closely with Elders, Knowledge Keepers, or senior Indigenous community members
- Patience, humility, and the emotional maturity to work with aging community members, including those with complex health or mobility needs
- Ability to maintain strict confidentiality regarding elder health, personal, and family matters
- Strong listening skills and the ability to build trust with people who may be isolated, grieving, or reluctant to ask for help
- Understanding of traumatically informed and culturally safe approaches to care and communication
- Excellent organizational skills and the ability to manage multiple priorities independently in a remote community
- Valid BC Driver's License with a safe driving record and willingness to transport Elders regularly
- Proficiency with computer applications (Word, email, zoom) and comfort with record-keeping
- Proposal writing and reporting
- Clear Criminal Record Check (vulnerable sector)

Preferred Qualifications

- Fluency or working knowledge of the Nuu-chah-nulth language
- First Aid certification, Food Safe, and/or WHMIS (or willingness to obtain)
- Post-secondary education or equivalent experience in social work, community development, gerontology, Indigenous studies, or health administration
- Experience with needs assessments, program evaluation, or community-based research
- Grant writing experience or familiarity with Indigenous funding agencies (FNHA, ISC, NRT, First Nations Health Benefits)

- Experience with audio/video recording for oral history and archival documentation
 - Previous experience working within a First Nation governance or health center setting
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Core Competencies

Cultural Integrity & Protocol Knowledge

Understands and upholds Nuu-chah-nulth values in all interactions. Knows when to seek guidance from Elders and cultural advisors. Handles sacred knowledge and ceremonial matters with appropriate care.

Compassionate Advocacy

Centers Elder voices in all decision-making. Navigates complex systems on their behalf without being paternalistic. Balances warmth with professional boundaries.

Practical Resourcefulness

Solves problems creatively in a remote community with limited infrastructure. Find ways to get things done — whether that means coordinating a ride, sourcing supplies, or connecting an Elder to a service across the island or in the city.

Relationship & Trust Building

Invests in genuine connection. Understands that trust with Elders is earned through consistent presence and follow-through, not through titles or credentials.

Communication & Reporting

Communicates clearly and respectfully across generations. Produce accurate reports and documentation. Shares information in ways that are accessible to Elders, staff, and leadership alike.

Self-Direction & Accountability

Works independently with limited supervision. Manages time, budget, and priorities responsibly. Brings issues forward proactively and takes ownership of outcomes.

Reporting Relationships

Reports to: Myrtle Atleo, Health Director, Chahchum Hii yup Health Department

Works closely with: Home and Community Care Workers, Social Development, Cultural Workers, Communications, NTC Health Services, FNHA, and community volunteers

Accountable to: Ahousaht Elders, Chief & Council, and the broader community

Performance reviews will be conducted at 90 days and annually thereafter by the Health Director, incorporating feedback from Elders and community members.

Working Conditions

- Based in Ahousaht on Flores Island, accessible by water taxi from Tofino
- 35 hours per week with flexibility for evening and weekend events, ceremonies, and elder needs

- Travel required for elder transportation, conferences, cultural exchanges, and urban elder outreach
- Work settings include office, longhouse, community hall, elder homes, outdoor and land-based environments
- Requires cultural sensitivity in all aspects, including handling sacred and ceremonial knowledge
- Physical requirements include ability to assist Elders with mobility, carry supplies, and work in varied weather and terrain