



Employment Opportunity  
**Elder's Program Manager**  
Reference No. TWT-ELDPROG-EPM-0419

**PURPOSE:** Reporting to the Ts'ewulhtun Health Director, the Elder's Program Manager is responsible to provide Elders nursing services to community members, supervision to Elder's Program staff and management of the Elder's Program. This is a full-time term position ending on or about October 4, 2019.

**RESPONSIBILITIES:**

- Provide chronic care management services to community members; including conducting home visits, administering flu vaccinations, assessing current health conditions and educating community members on their prescribed medication uses and dosages
- Refer community members to internal and external resources when appropriate
- Collect and arrange required documentation for Occupational Therapist equipment for community members through First Nations Health Authority (FNHA) or Ts'ewulhtun Health Center
- Assess safety of community members homes and communicate any risks to the appropriate department
- Assess community members eligibility for the Meals on Wheels program
- Develop and update individual care plans every 6 months, or as health status changes
- Participate in recruitment and lead orientation of new team members
- Complete annual performance evaluations for all team members
- Approve leaves, training requests of team members, and mileage claims
- Manage and document employee complaints, follow up steps, and discipline
- Provide professional guidance and support to staff
- Assist team members in development, implementation, and evaluation of individual program activities
- Organize trips and fundraising activities
- Prepare and manage program budgets for the Health Director's review
- Manage and document incoming community member complaints, follow up steps taken, and final outcome
- Prepare monthly reporting documents regarding services provided and clients serviced
- Ensure proper case management, which includes organizing notes, following up with client, and data entering charting information in Mustimuhw
- Participate in a variety of internal and external committees and working groups
- Other related duties as required

**EDUCATION AND EXPERIENCE:** *(please attach all required documents)*

- Bachelor of Science in Nursing required
- Member of the College of Registered Nurses of British Columbia
- 4 years community or hospital nursing experience, 2 years supervisory experience
- Certification in First Aid / CPR Level 1
- Experience working in a First Nations community is essential, and a willingness to learn about culture, customs, and traditions of Cowichan people
- BC Drivers' License and reliable vehicle
- Criminal Record Check

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of Cowichan culture, customs, and traditions
- Knowledge health issues that face First Nations peoples
- Knowledge of internal and external community resources
- Knowledge of adult learning techniques
- Well-developed written, oral, and interpersonal skills
- Organizational skills
- Able to foster and build relationships within an aboriginal population
- Time management with the ability to multitask different tasks simultaneously

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention: Reference No. TWT-ELDPROG-EPM-0419**

Human Resources Department, Cowichan Tribes  
5760 Allenby Rd. Duncan, BC V9L 5J1

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. Tuesday, April 23, 2019**

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.  
We thank all applicants in advance but only those selected will be contacted.*