



Skwłāx te Secwepemcúlecw – Job Description

JOB TITLE: Mental Health Recovery Coordinator Pillar: Wellness REPORTS TO: Executive Director of Wellness	FULLTIME
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The Organization:

Skwłāx te Secwépemcúlecw (SteS) is traditionally known as Skwłāx, which translates to Black Bear in Secwépemctsin, the traditional language. The community has demonstrated a strong vision and drive in economic development. Through the creation of Quaaout Lodge, Talking Rock Golf, and Le7ka Spa, SteS has helped promote Secwépemc culture while developing world-class accommodation and leisure experiences. The Band has not only led the way in tourism within the Shuswap region, but has also worked to challenge stereotypes and perceptions of reserve life with a focus on community development, wellness, and cultural identity.

Skwłāx te Secwépemcúlecw is structured around four core pillars: Administration, Wellness, Territorial Stewardship, and Economic Development. The Wellness Department is responsible for the overall health and well-being of the community, delivering integrated support across physical, mental, emotional, and cultural domains.

Job Summary:

Reporting to the Executive Director of Wellness, the Mental Health Recovery Coordinator contributes to the community's ongoing mental health recovery following the Bush Creek East wildfire in 2023. This position offers trauma-informed, culturally grounded coordination and support for individuals, families, staff, and the broader community.

The role requires relevant experience in Indigenous mental wellness, awareness of intergenerational trauma, and recovery programming. The Coordinator works collaboratively with Elders, health staff, leadership, and external partners to help design and implement



healing initiatives that are responsive to community needs. Cultural safety, strong project coordination, and community engagement skills are essential.

Core Responsibilities:

Mental Health Recovery Coordination

- Lead the development and implementation of community mental health recovery initiatives rooted in cultural values and traditional healing
- Collaborate with Elders, Knowledge Keepers, and cultural leaders to integrate Secwépemc healing practices into recovery programming
- Provide non-clinical guidance and support to individuals and families impacted by trauma, grief, or mental health challenges, referring to professional services as appropriate
- Organize and facilitate group healing circles, focus groups, and intergenerational learning opportunities
- Ensure trauma-informed and culturally safe approaches are embedded in all mental wellness activities

Program Development and Community Engagement

- Plan and deliver wellness events, land-based programs, and community gatherings that promote emotional and spiritual healing
- Coordinate with other departments (e.g., Education, Administration) and external agencies to provide integrated support
- Build partnerships with health authorities, mental health providers, and social services to expand access to care
- The ability to refer clients to internal and external resources and supports
- Promote available supports, and events through clear, compassionate communication with staff and community members

Leadership and Administration

- Chair advisory group meetings and facilitate cross-departmental collaboration on wellness initiatives
- Maintain existing program budgets and workplans in coordination with management
- Draft reports and documentation to support program evaluation and sustainability



- Supervise staff or contractors involved in mental health recovery projects as required

Additional Duties as Required

- Respond promptly and effectively to emergent community mental health needs, demonstrating flexibility, cultural sensitivity, and trauma-informed approaches
- Participate in community events, ceremonies, and planning sessions that support health, wellness, and cultural continuity
- Collaborate in long-term resilience and wellness planning initiatives to foster sustainable community mental health beyond immediate recovery efforts
- Perform additional tasks or provide support to Executive Director of Wellness as assigned

Basic Qualifications | Requirements for position:

- Post-secondary education in Mental Health, Social Work, Indigenous Studies, Psychology, Public Health, or a related field; an equivalent combination of education and relevant experience may be considered
- Minimum 3 years of experience in mental health, wellness coordination, or trauma recovery, preferably in Indigenous or community-based settings
- Strong knowledge of Secwépemc culture, healing practices, and intergenerational trauma
- Demonstrated ability to support individuals and families through trauma, grief, and emotional regulation
- Experience with group facilitation, land-based healing, or cultural programming
- Proven skills in project coordination, community engagement, and cross-sector collaboration
- Excellent written and verbal communication skills, with ability to deliver presentations and reports
- Demonstrated discretion and sound judgment in handling confidential and sensitive information
- Proficiency in Microsoft Office applications and virtual meeting platforms (e.g., Zoom, Teams)
- Valid Class 5 Driver's License and access to a reliable vehicle
- Must be able to obtain and maintain a Criminal Record Check with Vulnerable Sector clearance



Skwłāx te Secwepemcūlecw

- Must be able to commute or relocate to Chase, BC or surrounding areas prior to start of employment

Physical Demands:

This role involves a combination of office-based work, community outreach, and participation in cultural or land-based activities. The Mental Health Recovery Coordinator may be required to:

- Sit for extended periods while using a computer or attending meetings
- Travel within the community for home visits, group sessions, and events
- Facilitate programs in outdoor or non-traditional settings (e.g., on-the-land gatherings)
- Maintain emotional resilience when supporting clients facing trauma or crisis

Working Conditions:

The Executive Assistant role is performed mainly in a typical office environment with moderate noise from office equipment and foot traffic. The Executive Assistant may be required to work beyond regular hours and occasionally travel to support Chief and Council or the Executive Director of Administration. Confidentiality, discretion, and professional conduct are essential due to the sensitive nature of the work and information handled.

The Mental Health Recovery Coordinator will work primarily from the Skwłāx te Secwepemcūlecw Wellness Centre, with regular travel throughout the community and occasional evening or weekend hours for events or ceremonies. The role involves collaboration with Elders, clients, staff, and service providers. Emotional intelligence, discretion, and cultural humility are essential to success in this role.

Equipment and Software:

- Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint
- Video conferencing platforms (Zoom, Teams)
- File management systems and secure record-keeping tools
- Standard office equipment including computers, photocopiers, fax machines, and telephones
- Event facilitation tools and basic audio-visual equipment



Confidentiality:

- Maintain strict confidentiality of all community member, staff, and organizational information in accordance with Skwłāx te Secwepemcúlecw policies and applicable legislation
- Handle all mental health matters with discretion, professionalism, and cultural sensitivity
- Ensure secure management of records, reports, and personal information
- Uphold the privacy, dignity, and trust of all community members in all interactions

EMPLOYEE ACKNOWLEDGMENT

I have reviewed the Skwłāx te Secwepemcúlecw (SteS) job description and I understand all my job duties and responsibilities. I can perform the essential functions as outlined within the job description. I understand that my job may change on a temporary or regular basis according to the needs of the operation without it being specifically included in the job description. If I have any questions about the job duties not specified in this description that I am to perform, I should discuss them with the Executive Director and/or designate.

I further understand that future performance evaluations and merit increases to my pay are based on my abilities to perform the duties and responsibilities outlined in this job description to the satisfaction of the Executive Director and/or designate.

I have discussed any questions I may have had about this job description prior to signing.

Reviewed by _____ Date: _____
Incumbent: _____

Approved by _____ Date: _____
Supervisor: _____

