

Gwa'sala-'Nakwaxda'xw Council

Position Title:	Food Security & Nutrition Coordinator
Department/Programs:	Home and Community Care and the Treaty Department
Supervisor (s):	Home and Community Care Nurse
Employment Status:	Full- Time (60 hrs)
Pay Rate:	To be determined

1. Job Function/Purpose:

Food and Land is a central component to the physical, cultural, and spiritual well being of the community. The Food Security & Nutrition Coordinator will coordinate a number of different projects, which will cohesively address health, food security, and land issues.

2. Duties:

It is important to note that these represent the range of potential activities that can be carried out through this position. It is necessary to prioritize which activities will actually be provided based on community needs, worker time and existing resources.

- Coordinate the GN 'Good Food Box' program
- Facilitate/coordinate traditional food gathering expeditions
- Develop and coordinate volunteers for community garden maintenance, food pavilion maintenance, expedition volunteers, etc.
- Facilitate inter-generational mentorship opportunities (i.e., opportunities for youth and elders to interact).
- Facilitate community cooking classes
- Develop a template/project proposal and timeline for future composting program
- Liaise with VIHA dieticians
- Liaise/build professional relationships with outside organizations and community groups
- Liaise with on reserve programs/departments
- Facilitate on-reserve workshops
- Provide educational resources
- Coordination of outside funding opportunities (i.e., seeking/applying for grants)
- Provide referrals to dieticians and other health care professionals
- Act as a mentor and role model. Promote an understanding of holistic health/nutritional health.
- Plan and deliver activities to enhance the community's Food Security;
- Complete accurate and confidential records of all activities;
- Adhere to all approved standards, policies and procedures;
- Complete accurate and timely reports on all activities;
- Ensure services are delivered in a culturally appropriate and safe manner;

Other:

- To fulfill other related duties as directed.

3. Job Qualifications/Employment Requirements:

Education:

- Grade 12
- Valid Driver's Licence
- Food Safe certificate

Managerial Skills:

- Ability to exercise sound judgement in setting priorities;
- Demonstrated problem solving skills;

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- Demonstrated financial acumen/ability to work within a supervised budget;
- Excellent interpersonal skills, professionalism and integrity;
- Excellent verbal and written communication skills (minimum Grade 12 English skills);
- Excellent Microsoft Office computer skills.

Experience & Knowledge:

- Experience with the Gwa'sala-'Nakwaxda'xw community and surrounding communities;
- Experience writing grant proposals an asset;
- Experience starting and following through with project proposals/community capacity building an asset;
- Experience/knowledge/skill set related to growing food;
- Experience/knowledge/interest related to traditional food gathering;
- Understanding of an holistic approach to health care;
- Experience living healthy lifestyle as a role model;
- Interest in Nutritional Sciences.
- Due to the nature of the work, this position requires the successful candidate to be able to meet the physical demands of the work (e.g., pushing a laden wheelbarrow, gardening, leading expeditions to the beach/woods, etc.);

4. Working Conditions:

- Week days, 30 hours per week; some evening or week-end work may be required; work times may be variable.
- Some travel may be required;
- The position adheres to the personnel policies and procedures, code of ethics and current job description of the Gwa'sala-'Nakwaxda'xw Nations.

5. Equipment Used:

- Computer /printer;
- Cellular telephone;
- Garden and Food gathering related tools
- A truck or van may need to be used
- Safety equipment

6. Key Personal Contacts:

- Community members, staff, and elected leaders;
- HCC Nurses
- VIHA Aboriginal and Food Security Dietician
- GN School
- Eke-Me Xi School
- GN Elders
- Treaty Department
- Health department

Applications will be accepted until **4:00 pm on Friday, April 25th, 2014**. You may drop off your résumé and cover letter to the Gwa'sala-'Nakwaxda'xw Band office, Fax it to (250) 949-7402, or mail to:

Gwa'sala-'Nakwaxda'xw Nations
PO Box 998,
Port Hardy, BC,
V0N 2P0
Attn: Lucy Hemphill