



# One Arrow First Nation Employment Opportunity

## Elders Coordinator – Mental Health & Addictions (Full-time Position)

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### **POSITION SUMMARY:**

Reporting to the Mental Health Director, the Elders Coordinator is responsible for coordinating, supporting, and strengthening the Elders Group and all Elder involvement across Mental Health, Prevention, Jordan's Principle, and Child & Family Well-Being programs. This role ensures Elders are engaged in a culturally respectful, well-organized, and supported manner, while upholding protocols, confidentiality, and Elder well-being. The Elders Coordinator acts as the primary liaison between Elders, programs, and leadership, ensuring Elder knowledge is honoured.

### **RESPONSIBILITIES:**

- Coordinate the planning, scheduling, and facilitation of Elders Group activities.
- Maintain respectful relationships with Elders and Knowledge Keepers.
- Support regular and ad-hoc Elder gatherings, circles, ceremonies, and teachings.
- Receive and assess requests for Elder involvement from programs, ensuring Elder supports are matched appropriately to program needs.
- Prepare Elders for engagements (purpose, setting, participants).
- Brief staff on cultural expectations and protocols when working with Elders.
- Ensure cultural protocols, offerings, honoraria, and acknowledgements are followed.
- Support Elders' emotional, physical, and spiritual well-being especially after difficult or emotionally heavy engagements.
- Coordinate honoraria, gifts, transportation, and meals.
- Maintain confidential Elder contact lists.
- Track Elder engagements (date, program, type of activity, honoraria issued).
- Prepare reports or summaries as required (logistical only – not teachings).
- Support development of Elder-related policies, SOPs, and guidelines
- Assist with program planning that incorporates Elder guidance
- Other duties as assigned.

### **SKILLS AND QUALIFICATIONS:**

- Demonstrate respect for Elders and traditional knowledge systems
- Strong organizational and coordination skills
- Ability to work independently and collaboratively
- Cultural humility, patience, and emotional intelligence
- Ability to manage multiple requests and priorities
- Basic administrative and record-keeping skills
- Ability to work flexible hours, occasional evenings or weekends
- As a condition of employment must provide:
  - A current CPIC and Vulnerable Sector Check; and
  - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

**Please submit cover letter, resume and three professional references to:**

**Shawna Greyeyes, Human Resources**

**Box 147, Bellevue, SK. S0K 3Y0**

**Or Email: [Shawna.greyeyes@onearrow.cloud](mailto:Shawna.greyeyes@onearrow.cloud)**

**Deadline: February 4, 2026**