



Whitecap Dakota Nation

EMPLOYMENT OPPORTUNITY

WELLBEING SERVICES PROGRAM COORDINATOR

WELLBEING DEPARTMENT

Status:	Full Time, Term (1 Year)
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	37.5 hrs. per week
Salary Range:	Competitive
Closing Date:	August 24, 2025

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can Learn more at www.whitecapdakota.com

POSITION OVERVIEW

WDN is seeking a talented and motivated Wellbeing Services Program Coordinator to join our dynamic team. The ideal candidate will combine excellent program development and cultural engagement abilities. This role offers an exceptional opportunity to revitalize and enhance the Nation's Wellbeing Services through culturally grounded planning and program creating while working with a collaborative team dedicated to promoting healing, wellness and family preservation within the Whitecap Dakota Nation Community.

KEY DUTIES

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Director of Child and Prevention Services, the Employee will:

- work with the Director to coordinate a review of current Wellbeing Services offers;
- draft clear vision, goals, and structure for culturally relevant prevention programming;
- collaborate with internal departments, Elders, and Knowledge Keepers to guide program development;
- design and coordinate community-based initiatives and programming that support family wellness, cultural connection, and prevention goals;
- draft policies, procedures, and program documents rooted in cultural practices and trauma-informed care;
- identify ,create and facilitate programming to address risk factors
- prepare documentation, reports, and funding proposals to support program delivery and sustainability;
- participate in Integrated Services planning and coordination;
- identify best practices in family support and case management services, by collecting statistics and data analysis to demonstrate the effective use of the Wellbeing Services Program and the issues related to a lack of community engagement;
- adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training; and
- other related duties as assigned.



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QUALIFICATIONS

- post-secondary education in Indigenous Studies, Social Work, Education, Human Services, or a related discipline;
- minimum 3 years' experience in program coordination, development, or Indigenous family wellness, including experience designing and delivering community-based programs;
- strong understanding of Indigenous healing, cultural safety, trauma-informed practices, and community wellness models;
- excellent written and verbal communication, facilitation, and collaboration skills;
- proven ability to work independently, manage time effectively, and coordinate across departments;
- proficiency in Microsoft Office (Word, Excel, Outlook);
- respect for privacy and confidentiality is essential, and a high level of professionalism is expected; and
- must possess and maintain a valid Saskatchewan driver's license and a reliable vehicle.

APPLICATION PROCESS

- Submit a cover letter and resume by email to: employment@whitecapdakota.com
- The successful candidate will be subject to an acceptable Criminal Record Check with Vulnerable Sector Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.