



TK'EMLÚPS TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Elder Worker (Male)
DEPARTMENT: Community Services
SUPERVISOR: Community Services Manager
TERMS: Full Time, Permanent
REFERENCE #: 2026-098

Purpose of Position:

The purpose of this position is to ensure the wellbeing of TteS Elders. This position organizes and develops programs and services for TteS band Elders (Aged 60+).

Duties and Responsibilities:

Provide services to support Elders in the TteS membership. Create Elders policies and guidelines. (80%)

- Ensures the security of files and confidentiality of information about Band members.
- Maintain reports and correspondence with TteS elders, Chief and Council and the TteS Community.
- Undertakes relevant training as required.
- Maintain files and records in compliance TteS policy.
- Provides monthly correspondence with Elders using a variety of mediums to ensure everyone is included and informed i.e., newsletters, social media, mail, etc.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of TteS.
- Develop a strong connection with community organizations that provide elder supports.
- Completes monthly elder wellness checks and more often as needed.
- Follow up on reported issues and concerns brought forward by community members and other agencies.
- Organize monthly Elder's luncheons and events.
- Ensures applicable correspondence is sent to TteS Elders.
- Organize and implement Elders Christmas meal and festivities.
- Communicates with other groups and organizations to provide information and invitations to Elder's activities, as directed.
- Shares information regarding Elders services.

Perform Community Outreach to elders and facilitate meetings & events (15%)

- Organise and make all arrangements for the TteS Elders to go to in/out of town meetings and activities.
- Must be available to travel as required with these events.

5% All Other related duties as necessary.

- Assists with the various departmental social functions such as picnics, parties at the direction of the Community Services Manager.

Financial Responsibility:

N/A

Supervision or Training Duties:

N/A

Professional Certification, Education and Experience:

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- Grade 12 with 1 year experience or equivalent combination of education and experience.
- Must have a valid class 5 BC Driver's License and own reliable transportation.
- Must pass Vulnerable Sector Criminal Record Check.
- Previous experience working with Elders an asset.

Skills and Abilities

- Strong oral and written communication skills.
- Knowledgeable of the process of preparing correspondence, completing forms, researching information and maintaining records and files.
- Proficient in Microsoft Word and Microsoft Outlook, and electronic databases.
- Strong organizational and planning skills.
- Ability and willingness to take direction.
- Ability to develop and maintain current, concise and confidential client files.
- Ability to take initiative.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$20.08 to \$25.33/hour depending on experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is July 23rd, 2026 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #320 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.