



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY: WELLBEING SERVICES PROGRAM COORDINATOR

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Wellbeing Services Program Coordinator

WELLBEING DEPARTMENT

Status:	Fulltime (Permanent)
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:	March 20, 2026

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 Program Coordinator to join our dynamic team. This role offers an opportunity to support the Wellbeing Department. The Wellbeing Services Program Coordinator will support the revitalization and revamping of the Whitecap Dakota Nation's (WDN) Wellbeing Services through culturally grounded planning and program development. This non-supervisory role will work closely with the Director of Child and Family Services to co-create programs that promote healing, wellness, and family preservation. The program revamp will incorporate knowledge and direction from leadership, Elders, Knowledge Keepers, and families. Responsibilities include identifying service gaps, coordinating initiatives, and supporting the development of culturally relevant policies, procedures, and programming that reflect Dakota and Indigenous values.

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 Wellbeing, the Wellbeing Service Program Coordinator's key responsibilities will include:

- **Program Development & Coordination**
 - Work with the Director to coordinate a review of current Wellbeing Services' offerings.
 - 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. Conduct needs assessments to identify priority areas for community wellness.
 - Identify, create and facilitate programming to address risk factors
 - 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



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- Help develop annual work plans, goals, budgets, timelines, and program activities requested by the Director.
- Coordinate logistics for events, facilitators, Elders, Knowledge Keepers, and outside service providers when required.
- **Community Engagement & Support**
 - Build trusting relationships with community members to encourage participation in wellness programs.
 - Work collaboratively with Elders and Knowledge Keepers to ensure programs reflect Dakota culture, language, and traditional practices.
- **Administration & Reporting**
 - Prepare documentation, reports, and funding proposals to support program delivery and sustainability. Maintain accurate records, statistics, and program documentation.
 - Work with the Director to ensure responsible use of resources.
- **Collaboration & Partnerships**
 - Work closely with internal departments to deliver integrated wellness services.
 - Liaise with external agencies such as tribal councils, health authorities, regional health services, and community organizations as required or requested by the Director.
- Adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training.
- Other related duties as assigned.

QUALIFICATIONS

- **Education**
 - Post-secondary education in Indigenous Studies, Social Work, Education, Human Services, or a related discipline.
- **Experience**
 - Minimum 3 years' experience in program coordination, development, or Indigenous family wellness, including experience designing and delivering community-based programs
- **Other Requirements**
 - 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.
 - Ability to work with minimal supervision, collaborate, interact, and build effective relationships across and at all levels of the organization.
- Respect for privacy and confidentiality is essential.



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- Must possess and maintain a valid Saskatchewan driver's license and a reliable vehicle.
- The successful candidate will be subject to an acceptable Criminal Record Check, with Vulnerable Sector Search, as a condition of employment.

ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

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 as a condition of employment.

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