



BEHAVIOURAL HEALTH FOUNDATION

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Position	Program Coordinator – Indigenous Services
Department/Program	Indigenous Services
Employment type	Full Time, Term (Six months)
Shift / hours	Shift work; flexible to work any day of the week including weekends
Salary	\$26.23/hour
Posting Date	October 9, 2025
Closing Date	October 23, 2025, or Until Fulfilled
Number of Openings	1

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

visit www.bhf.ca to learn more about our program.

JOB SUMMARY

The Program Coordinator – Indigenous Services provides culturally grounded guidance, mentorship, and strong supervisory leadership to ensure Indigenous spirituality and cultural identity are integral aspects of treatment and programming for BHF residents and families.

Working collaboratively with Elders, Knowledge Keepers, staff, and community partners, the Program Coordinator develops, implements, and oversees Indigenous programming; including traditional ceremonies, land-based teachings, group and individual mentorship, and cultural education. This role includes direct supervision of program staff, volunteers, and external facilitators, ensuring high standards of performance, accountability, and cultural integrity.

QUALITIES AND QUALIFICATIONS

- Diploma or degree in Indigenous studies or a related field is an asset.
- Minimum 2–3 years of supervisory experience in a community, health, or Indigenous services setting, including direct responsibility for managing, coaching, and evaluating staff or volunteers.
- Qualified through Indigenous customs to conduct and lead cultural, traditional, and spiritual events and ceremonies.

- Demonstrated experiential knowledge of Indigenous culture, ceremonies, and teachings.
- Experience delivering culturally relevant learning and development programs in a professional role.
- Experience providing culturally relevant services to adults, and families, including at-risk populations.
- Effective communicator and knowledge sharer.
- Strong leadership and communication skills.
- Program oversight and budget management abilities.
- Excellent organizational skills; able to set priorities and take initiative.
- Ability to build effective relationships and partnerships with external organizations.
- Computer proficiency is an asset.
- Ability to speak an Indigenous language is considered an asset.
- Demonstrated knowledge and experience in mental health and addiction services, substance abuse issues, and treatment methodologies.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Provide direct supervision, leadership, and ongoing performance management to program staff and volunteers, including regular check-ins, coaching, formal evaluations, and ongoing training.
- Mentor, guide, and train staff, volunteers, and program members on Indigenous cultural awareness, best practices, and traditional teachings, fostering a culture of continuous learning and professional growth.
- Coordinate and deliver Indigenous teachings, cultural activities, and ceremonies for BHF residents and families.
- Lead the planning and execution of workshops, traditional events, and community-based cultural activities, ensuring all programming is culturally safe and trauma-informed.
- Liaise and collaborate with Indigenous leaders, Elders, Knowledge Keepers, and community organizations to strengthen partnerships and enhance programming.
- Oversee, coordinate, and hold accountable external facilitators, Elders, or Knowledge Keepers for program activities and use of facilities, ensuring compliance with BHF policies and cultural protocols.
- Oversee the care and respectful use of sacred items, traditional spaces, and supplies for land-based education.
- Maintain accurate program documentation, statistics, and contribute to evaluation and reporting.
- Promote and represent BHF's Indigenous Services within the community.
- Support residents' healing journeys through culturally relevant approaches and provide mentoring and advice to individuals and families.
- Recommend program enhancements to better serve Indigenous residents.
- Responsible for purchases, maintenance, and storage of equipment and supplies for land-based education.
- Develop and maintain annual and monthly calendars of events, including ceremonies, teachings, and awareness trainings for staff, such as:
 - Monthly Full Moon Ceremonies
 - Weekly Sweat Lodge ceremonies
 - Seasonal feasts and celebrations
 - Drum group
 - Indigenous Teachings at the school/daycare and at each program
 - Awareness trainings for Behavioural Health Foundation staff

CONDITIONS OF EMPLOYMENT:

- Must be able to provide and maintain a satisfactory Criminal Record Check with Vulnerable Sector Search.
- Must be able to provide and maintain a satisfactory Child Abuse Registry Check.
- Must possess a valid full class 5 Manitoba Driver's license, access to a vehicle and the ability to travel within the Province of Manitoba.
- Must be available to work evenings and weekends, on occasion.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients, conversations, and referrals.

WHY JOIN US?

At the Behavioural Health Foundation, we take pride in supporting our employees with a caring, inclusive, and rewarding workplace.

- **Comprehensive Health Benefits** – 100% employer-paid coverage for medical, dental, vision, AD&D, and critical care (for eligible full time, permanent employees).
- **Retirement Security** – 5% employer-matched pension plan.
- **Generous Vacation** – Three (3) weeks of vacation to start, plus paid sick time.
- **Ongoing Training & Development** – Access to professional training such as NCI, First Aid, and Cultural Competency, as well as opportunities for education agreements and job-related courses.
- **Cultural & Community Connection** – On-site Indigenous teachings and ceremonies as part of a holistic healing environment.
- **Workplace Perks** – Free daily lunch, coffee, and snacks, plus access to our on-site fitness facility.
- **Convenience & Comfort** – Free on-site parking, casual dress code, and a park-like suburban campus that makes coming to work a pleasure.
- **Professional Support** – Company-paid professional membership dues and mileage reimbursement (when applicable).

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to at paulah@bhf.ca We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Behavioural Health Foundation welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.