

**Job Posting**  
**Health & Wellness Specialist (Summer Student)**

The WorkLink Employment Society has a fulltime position available as a Health & Wellness Specialist, up to 35.0 hours per week (Monday to Friday) in our Jacklin Road office located in the Westshore. This is a term, summer student, position from May 7<sup>th</sup> to August 31<sup>st</sup> at a range of \$17.64 per hour.

**About WorkLink:**

WorkLink has been providing government sponsored employment services to the residents of the Western Communities since 1978. In 2008, our services expanded to include the communities of Sooke and surrounding areas including Jordon River and Port Renfrew. Our non-profit organization is funded through both federal and provincial government initiatives. We are governed by a volunteer Board of Directors chosen from leaders in the community. In April 2012, WorkLink was selected to become one of the 73 WorkBC Employment Service Centres in BC. We currently offer employment services from our Westshore and Sooke offices. In addition, we provide extended services to the community of Port Renfrew.

Worklink Employment Society is a visible/dynamic member of the Westshore, Sooke and surrounding areas that:

- Promotes an awareness of the current world of work and the need for life-long career development;
- Provides a supportive environment where members of the community can explore new choices and create positive solutions to their employment needs;
- Recognizes the value of the unique contributions of employees;
- Encourages the belief that everyone has the potential to achieve self-sufficiency;
- Serves with honesty, respect and integrity.

**About The Position:**

The Health & Wellness Specialist will join a high performing team supporting the internal health, social and wellness committees of the agency with activities and social events; community events; team building; health resources & services; improving team member health; and support work/life balance plans. They will assist the committees in the following capacity:

- Acting as a resource for agency supervisors and committee members requiring additional support;
- Assisting management in planning, controlling/maintaining a healthy and safe work environment;
- Attending both the Workplace Wellness and Social Committee meetings/initiatives;
- Collecting information to identify social/health/wellness trends, and recommend actions/initiatives;
- Developing/delivering educational workshops/seminars related to the health/wellness of staff/clients;
- Researching/promoting comprehensive health and wellness programs, creating awareness through email, newsletters, lunch and learns, brochures/posters or promotional events;
- Reviewing and updating related health, wellness and social inclusion policies/procedures as required.

**Knowledge, Skills & Experience:**

- Ability to multi-task and work with minimal supervision while meeting strict deadlines
- Impeccable attention to detail with the ability to proofread.
- Proficiency in the use of communications software applications (Microsoft Word, Excel and PowerPoint; Adobe Photoshop).
- Strong written/oral communication skills, conflict resolution, critical thinking and problem-solving.
- Working towards degree/diploma-level in education, preferably in human resources, healthcare, health administration, or disability management.

***WorkLink values the diversity of the people it hires and serves... we foster a workplace where individual differences are recognized and respected, while utilizing each person's talents and strengths.***

***The more inclusive we are, the better our work will be.***

Applicants may submit their cover letter and resume to [pdoukakis@worklink.bc.ca](mailto:pdoukakis@worklink.bc.ca) by April 24<sup>th</sup> at 4:00pm.

This position is open to all interested applicants and requires a criminal record check.

**Please note, this position is subject to approved funding.**