



Wah Pow Healing and Wellness Society

## **CALL FOR PROPOSALS: Community Assessment Specialist**

**Organization:** Wah Pow Healing and Wellness Society (WPHWS)

**Location:** Beaver Lake Cree Nation, Treaty 6 Territory (Lac La Biche, AB)

**Date of Issue:** May 21, 2026

**Closing Date:** June 1, 2026

### **ORGANIZATIONAL OVERVIEW**

The Wah Pow Healing and Wellness Society (WPHWS) is a federally incorporated non-profit organization overseeing the **Wah Pow Healing Lodge**. Located on the Beaver Lake Cree Nation, the Lodge has provided NNADAP-funded residential treatment since 1984.

Our mission is to provide a safe environment of holistic healing and wellness for **IYINIWAK** to return to **NEHIYAW PIMATISIWIN** through guidance and mentorship. We balance Indigenous healing practices with Western addiction modalities to address the root causes of trauma and dependency.

### **THE OPPORTUNITY**

WPHWS is seeking a detail-oriented and experienced Community Assessment Specialist. This individual be responsible for planning and conducting a comprehensive assessment of community needs, gaps, and resources related to detoxification/stabilization services. This role gathers qualitative and quantitative data to inform program development, service delivery improvements, and strategic planning for detox/stabilization and substance use supports.

**Term:** 18-24 Months

**Reporting To:** Executive Director

### **SCOPE OF WORK & DUTIES**

The Community Assessment Specialist will lead a comprehensive assessment of community needs regarding detox/stabilization services. Key responsibilities include:

- Design and implement a community assessment focused on detox and withdrawal management needs
- Collect data through surveys, interviews, focus groups, and review of existing reports and health data
- Engage key stakeholders, including healthcare providers, social service agencies, Indigenous organizations, people with lived experience, and community leaders
- Identify service gaps, barriers to access, and underserved populations
- Map existing detox/stabilization services, referral pathways, and community supports
- Analyze data to identify trends, priorities, and emerging needs
- Prepare detailed reports with findings, recommendations, and actionable strategies



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- Present findings to stakeholders, funders, and leadership teams
- Ensure culturally safe, trauma-informed, and inclusive approaches throughout the assessment process
- Maintain confidentiality and adhere to ethical research and data collection standards.

### **ELIGIBILITY & QUALIFICATIONS**

- Bachelor's degree in public health, social work, community development, or a related field (Master's is an asset)
- Experience in community-based research, program evaluation, or needs assessment
- Knowledge of substance use, harm reduction, and detox/withdrawal management service
- Strong facilitation, interviewing, and stakeholder engagement skills
- Experience working with diverse and vulnerable populations, including Indigenous communities
- Ability to analyze and interpret qualitative and quantitative data
- Excellent written and verbal communication skills

### **Working Conditions**

- May require travel within the community/region
- Flexible hours, including evenings or weekends for community engagement
- Combination of office, fieldwork, and virtual work

### **Deliverables**

- Community needs assessment report
- Service gap analysis
- Stakeholder engagement summary
- Recommendations for detox service planning and improvement



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## **SUBMISSION REQUIREMENTS**

Interested candidates must submit the following:

1. **Cover Letter:** Outlining specific experience with quality improvement.
2. **Current Resume:** Including three (3) professional references.
3. **Certifications:** Copies of relevant credentials.
4. **A Detailed Budget for Services:** to be provided in accordance with the Scope of work outlined in this call for proposals
5. **Completed Application Form:** (See attached form below).

## **HOW TO APPLY**

Please submit your complete application package via email, fax, or mail to:

**Corinne Lewis-Coutre, Executive Director** Wah Pow Healing Lodge Box 1648, Lac la Biche, Alberta T0A 2C0

**Email:** Executive.Director@wahpow.ca **Fax:** 780-623-4523 **Phone (Inquiries):** 780-623-2553

**Deadline for Submission: June 1, 2026**

**Final Notification:** The successful nominee will be notified by **June 15, 2026**

*Wah Pow Healing Lodge thanks all applicants for their interest; however, there will only be one successful candidate. Notifications will be provided to all regarding their status.*



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**APPLICATION**

**Contact Information**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Professional Background (Up to 5 Years)** *Please list experience in gathering qualitative and quantitative data, assessing community needs, and community engagement:*

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**Indigenous Health Experience** *Please list experience working within Indigenous health or community wellness:*

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**Skills Inventory (Check all that apply)**

- Cultural competence and trauma-informed practice
- Critical thinking and problem-solving
- Strong organizational and project management skills
- Data Analysis
- Ability to work independently and collaboratively
- Project Management
- Proficiency in data collection tools and basic analysis software (e.g., Excel, SPSS, NVivo is an asset)

**Sign-Off**

I confirm my availability for the 18-24 month timeline and agree to the required background checks.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_