



## **CALL FOR PROPOSALS: ACCREDITATION OFFICER**

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

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

**Date of Issue:** April 9, 2026

**Closing Date:** April 30, 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 **Accreditation Officer**. This individual will serve as the primary "champion" for our accreditation journey, ensuring our holistic practices meet and exceed global health standards.

**Term:** 12–18 Months (Accreditation Cycle)

**Reporting To:** Executive Director

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

The Accreditation Officer will lead the **Accreditation Journey** and manage the **12–18-month Primer program**. Key responsibilities include:

- **Standards Compliance:** Align lodge operations with Health Standards Organization (HSO) evidence-informed standards.
- **Digital Management:** Oversee the *OnboardQi* platform for self-assessments and the Client Portal for resource management.
- **Action Planning:** Develop and monitor the Quality Improvement Action Plan (QIAP) to address identified gaps.



- **Coordination:** Execute internal self-assessments within the first 4 months and organize "evidence of compliance" for all treatment modules.
- **Staff Training:** Educate team members on tracer methodology and quality protocols.
- **Liaison:** Facilitate on-site survey visits and provide monthly progress reports to the Board of Directors.

### **ELIGIBILITY & QUALIFICATIONS**

- **Education:** Degree in Health Administration, Social Work, or a related field.
- **Experience:** Documented experience with **Accreditation Canada** or **HSO** processes.
- **Clearances:** Must be willing to undergo a Criminal Record and Vulnerable Sector Check.
- **Personal Commitment:** Must be at least 18 years of age, addictions-free, and committed to the mission of WPHWS.
- **Location:** Ability to work on-site at Beaver Lake Cree Nation as required for assessments.

### **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 (e.g., Accreditation Coordinator Certificate).
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: April 30, 2026**

**Final Notification:** The successful nominee will be notified by **May 14, 2026**

*The WPHWS Board of Directors thanks all applicants for their interest; however, there will only be one successful candidate. Notifications will be provided to all regarding their status.*



## APPLICATION FOR NOMINATION FORM

### Contact Information

- Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- Email: \_\_\_\_\_ Address: \_\_\_\_\_

### Professional Background (Up to 5 Years)

*Please list experience in health administration, quality assurance, or accreditation:*

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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)

- Quality Improvement |  Policy Writing |  Risk Management  
 Data Analysis |  HSO Standards |  Project Management  
 OnboardQi |  Internal Auditing |  Indigenous Healing Models

### Sign-Off

I confirm my availability for the 12–18-month timeline and agree to the required background checks.

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