



SKEETCHESTN INDIAN BAND

EMPLOYMENT OPPORTUNITY FULL-TIME TERM POSITION OCTOBER 1, 2019 – February 28, 2020 (Thereafter position is subject to ISC/BC Funding) STSMEMELT COMMUNITY COORDINATOR

The Skeetchestn Indian Band is looking for a highly motivated and qualified person to work as the Stsmémelt Community Coordinator on a term position. Employment term is dependent on availability of government funds. This position will be responsible for supporting the implementation of the Secwépemc Nation Memorandum of Understanding (MOU), a tripartite agreement with Canada and British Columbia (BC) for the development, recognition and implementation of inherent Secwépemc Nation jurisdiction for children and families to replace BC's *Child, Family & Community Service Act*.

Duties & Responsibilities:

- Represents Skeetchestn Indian Band at Stsmémelt Technical Working Group meetings;
- Supports the Secwepmc Nation MOU implementation at the community level;
- Establishes and supports a Skeetchestn Community Advisory Working Group (CAWG), and any required focus groups;
- Conducts all administrative & logistics preparation and facilitates CAWG, focus group & community-at-large engagement meetings;
- Supports/conducts community-based research to identify capacity development, healing & prevention services pursuant to MOU S. 3.0 d & f;
- Supports/conducts research & engagements to identify Secwepemc legal traditions, customs, principles & values for codification of jurisdiction for children and families;
- Provides monthly update reports to the Skeetchestn Indian Band Chief & Council, community members, CAWG & Stsmemelt Director, SNTC;
- Maintains accurate & confidential file documentation;
- Performs other duties as assigned by leadership & supervisor that supports MOU implementation objectives and Skeetchestn capacity, service needs & priorities.

Qualifications:

- Bachelor of Social Work (BSW) or equivalent
- Background in social services and/or child welfare is an asset
- A combination of experience and training will be taken into consideration

Key Competencies:

- Good organizational, time management and prioritizing skills
- Strong communication, both oral and written
- Strong interpersonal and conflict resolution skills
- Ability to work effectively within a multidisciplinary team and independently
- Strong administrative, communications, software & logistics skills
- Ability to deal with stressful situations and remain calm during conflict
- Community engagement & facilitation skills is an asset
- Knowledge of traditional Secwépemc governance, laws & culture is an asset
- Must have a valid Class 5 B.C. Drivers license, reliable vehicle and submit a driver's abstract
- Criminal Record Check for Children and Vulnerable Adults

Length of Employment and Wage Range:

This is a full time (35 hours/week) 9:00 a.m. – 4:00 p.m. Monday - Friday, 5 month contract position with potential extension, subject to funding from Canada and BC. Wage Negotiable.

DEADLINE FOR APPLICATIONS: Monday, September 30, 2019 (4:00 pm)

How to Apply: Forward your resume with 2 work related references and cover letter to:

Assistant Director of Operations.
PO Box 178, Savona, BC V0K 2J0

Email: adminassist@skeetchestn.ca Fax: 250-373-2494

Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code.