

NSTC Job Description

Title: Child & Family Transition Assistant
Reports To: Child & Family Transition Manager

Job Summary- Two-Year Term Position with a possibility of an extension.

The Child & Family Transition Assistant will assist the Child & Family Transition Manager with the Bill C-92: Jurisdiction Transition Project. The Child & Family Transition Assistant will work closely with the NSTC Executive Director, Child & Family Jurisdiction Team Lead and the Child & Family Transition Manager to ensure community members are engaged in the transition process; by presenting and sharing information about Bill C-92 and other related Child and Family program and supports; and assist with the Bill C-92 Transition to Jurisdiction 5-year workplan to its completion.

Duties and Responsibilities

Communications, Engagement and Facilitation

1. Co-develop presentations and work with the Urban Coordinators to engage NStQ citizens on the Child and Family Transition, both in-community and in urban areas.
2. Engage Elders and youths to participate in the development of the program through the Community Child and Family Teams and other community engagement events.
3. Plan and help facilitate community engagement meetings, Community Child and Family Team meetings, and other Child and Family committee meetings; as appropriate.
4. Create and manage social media pages, that pertain to NStQ Child and Family Transition to Jurisdiction.
5. Maintain member contact lists, as per British Columbia's Freedom of Information and Protection of Privacy Act.
6. Photograph and video record Bill C-92 engagement sessions and community events that pertain to Child and Family Transition.
7. Co-develop communications tools for Child and Family Transition projects.
8. Prepare monthly reports on activities for the Child & Family Transition Manager.
9. Develop and manage a Database for Bill C-92 and other related Child and Family work.
10. Work closely with the Bill C-92 Team of Xatsúll First Nation and Stswecem'c Xget'tem First Nation (Bill C-92 Transition Team), Child & Family Jurisdiction [Team] Lead, Child & Family Transition Manager, and the Communications Team to coordinate events and support communications and engagement of NStQ community members, elders, and leadership.
11. Travel to NStQ communities for Bill C-92 Engagement/Workshop/Training Sessions
12. Perform day-to-day administrative and/or other duties as assigned or required.

The duties listed are provided as examples of areas of responsibility and are not intended to create limits to responsibility, but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education

- Office Assistant Certificate or equivalent
- Certificate or diploma in Child Welfare/Social Work field, or equivalent experience.

Competencies

The Child and Family Engagement Coordinator should demonstrate competence in the following:

- Planning and Organizing – plans and organizes time effectively to meet goals and timetables.
- Familiarity with social media platforms such as Facebook and Instagram and principles of social media as professional communications tools.
- Excellent written and verbal communications skills.
- Public speaking experience or willingness to learn.
- Demonstrated ability in photography and videography.
- Adaptability – comfort working in a rapidly changing environment and assists to implement change.
- Initiative – takes initiative to identify new challenges and opportunities, and in finding solutions.
- Accountability – holds self-accountable for achieving goals.
- Diversity and Inclusion – recognizes and respects all diversity and has an understanding of Indigenous peoples, NStQ culture and knowledge of culture safety.

Skills and Abilities

- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email, and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program).
- Must have strong administrative, organizational and communication skills.
- Ability to self-regulate, meet deadlines, and have attention to detail.
- Ability to plan, coordinate, and facilitate community events.
- Excellent writing, presentation, public speaking, and facilitation abilities.
- Strong background in social development policy is an asset.
- Knowledge of Canadian Legislation Bill C-92, An Act respecting First Nations, Inuit and Métis children, youth, and families; British Columbia's Ministry of Child and Family Development's Child and Family Service Legislation and Regulations; The United Nations Declaration on the Rights of Indigenous People; The Truth and Reconciliation Commission Report; Jordan's Principle; Chief Ed John Recommendations; and the Treaty Process.

Experience

- Minimum two years working in the NStQ community, social services and/or with a First Nations organization.
- Experience in communications, community engagement, and facilitation.

Working Conditions

- Travel will be required; as per NStC's Covid-19 Protocols and/or restrictions.
- Required to work occasional non-standard hours (flex time) to attend meetings or events; overtime may be required.
- Office environment: most services are provided immediately; the employee must be aware of the sensitivity, confidentiality and urgency of requests while balancing other work commitments.
- Receives moderate supervision with direction and review of the work performed.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver’s Licence.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet requirements.

General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job.
- Maintains open and professional communications with co-workers, leadership and all others who do business with NSTC.
- Ensures that all internal and external deadlines are met.
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment.

Position Classification:

Salary Grid Level:

I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.	Employees Signature: Name: 	Date:
The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.	Supervisor Signature: Name: 	Date: