

Northern Shuswap Tribal Council Employment Opportunity
Child and Family Transition Assistant
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.

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 Xat'sull 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.

Experience, Education & Conditions of Employment

1. Office Assistant Certificate or equivalent
2. Certificate or diploma in Child Welfare/Social Work field, or equivalent experience.
3. Minimum two years working in the NStQ community, social services and/or with a First Nations organization.
4. Experience in communications, community engagement, and facilitation.
5. Must be able to obtain and maintain a Criminal Records Check.
6. Must be able to obtain and maintain a valid BC Driver's Licence.
7. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

Wages - \$18.96 to \$27.67 per hour depending on education & experience

CLOSING DATE: March 18, 2024 @ 4:00pm

Please forward resume along with 3 work related references to:

Marg Shelley
Executive Director
Northern Shuswap Tribal Council
17 South 1st Avenue
Williams Lake, BC V2G 1H4
Email: administration@nstq.org