

## **Application Deadline extended to September 8, 2017 because of BC wildfires**

### **Job Description**

**Title:** **Program Coordinator** – Development and Integration of NStQ Holistic Community Services: Child and Family Services (*Term Position*) with continuation depending on funding

**Reports To:** **Treaty Team Coordinator**

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### **Job Summary**

The project coordinator will be responsible for the management and coordination of activities involved in leading the organizational development for NStQ self-government in the areas of the Development and Integration of Child and Family Services and Supports.

The project coordinator will work closely with NStQ Governance Committee and the Holistic Community Services working group and the Chair. The project coordinator will be guided by the NStQ Child and Family Wellness Work-Plan 2017-2018: Planning for NStQ Child and Family Transformation.

### **Duties and Responsibilities:**

1. Plan, organize and evaluate a review of current provincial and agency service delivery models.
2. Plan, organize and evaluate a review of the range of services and delivery models for on and off Treaty Settlement Lands (TSL).
3. Develop and oversee a survey designed to identify substantive issues in program services and delivery models for NStQ citizens.
4. Develop options and recommendations for a preferred program and service delivery models.
5. Liase with service providers of existing Child and Family policies and procedures as they relate to legislation and program development to build relationships and to identify and recommend options for the NStQ self government structures and services.
6. Conduct research in order to recommend a plan for the implementation of transitional change management to move towards self-government.
7. Identify, evaluate and recommend opportunities to collaborate on existing and future information sharing arrangements and protocols, preventative initiatives training and funding.
8. Develop and oversee a communication strategy for public awareness of programs and events
9. Manages the planning, implementation and evaluation of the project's research and the achievement of identified goals.
10. Develop a system of record keeping to track all meetings, communications and interactions for NStQ record keeping and funding purposes.
11. Assist in the development of proposals to further project goals.
12. Supervises cultural researcher to ensure research conducted meets the needs and goals of the project.
13. Develop and submit final report.

### **Administration**

1. Oversees the general management of the project's responsibilities
2. Ensures regular reporting requirements are met to administrative and funding bodies.
3. Drafts official correspondence on behalf of the project
4. Coordinates regular meetings with staff and administration to ensure the involvement of key stakeholders, ensuring follow up of particular action items and documenting issues and progress.

## **Qualifications**

### **Education**

- Bachelor's Degree or certificate in relevant field, or equivalent experience.

### **Competencies**

Relationship Building - Develops strong, cooperative, long-term relationships with internal and external stakeholders, agencies, and departments. Innovation - Makes an effort to improve performance or operational activities by undertaking new approaches to achieve program improvement.

### **Skills and Abilities**

- Experience in managing multiple projects with varying timelines.
- Ability to work independently and to be self-directing self-empowered and self-motivated.
- Ability to build effective interpersonal relationships from the community level to senior government levels.
- Ability to work collaboratively with the treaty teams, community governing bodies, service providers and government agencies to achieve goals.
- Ability to think strategically.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, presentations, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the programs).
- Ability to manage conflict and manage change.
- Ability to meet deadlines, have attention to detail.
- Understanding of First Nations values, culture, history, communities, and traditional territories.
- Strong knowledge of governance.
- Excellent research, communication and writing skills. Quality interactions with internal and external contacts to achieve defined goals.
- Ability to motivate and manage staff and develop strong relationships with all levels of staff, service providers and government agencies.

### **Experience**

4-5 years working in an office environment in the community or social service sector or with First Nations organizations.

### **Working Conditions**

- Travel to other related organization locations will be required.
- Required to work occasional non-standard hours to attend meetings or events; overtime may be required.
- Receives moderate supervision with occasional direction and periodic check 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 be legally able to work in Canada.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

## **Coordinates the work of**

Project Researcher and Urban Liaisons

### **General Category**

1. Operates as part of a team and is flexible about the boundaries and functions of the job.
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member communities.
3. Ensures that all internal and external deadlines are met.
4. Travels as required in the performance of their job.
5. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
6. Maintains high level of confidentiality with regards to all information seen, heard or obtained by virtue of employment.
7. Recognizes and respects all cultural diversity and has an understanding of Aboriginal and NStQ culture.