



Circle of Strength Coordinator

Job Summary:

The Circle of Strength Coordinator will enhance the existing Circle of Strength structure and model. The coordinator will establish a child and family safety plan with a culturally appropriate and child/family centred model that responds to family and community needs while respecting accountability mechanisms as required.

Qualifications:

1. Diploma in Human Services Field and minimum 2 years human services experience (consideration will be given to those with partially completed education)
2. Knowledge of parent/child relationships and family dynamics
3. Knowledge of the Child, Youth Family Enhancement Act
4. Knowledge and understanding of holistic and alternative processes such as family support circles, mediation and principle teachings associated with Texel'c culture and heritage

Job Description:

- Undertake administrative tasks, maintain effective recording systems and respond to queries
- Write reports and make formal presentations to funding bodies (if required)
- Assist the Circle of Strength Committee by organizing and facilitating meetings, tracking decisions and ensuring follow up
- Provide similar coordination support to the Community Safety Planning Committee
- Follow up with families to ensure needed supports are available, accessible, and provided in a timely manner that meets the family and Community needs.
- Will work in partnership with the Youth & Family Coordinator, Knucwentwecw Society and appropriate serve providers
- Ability to work cooperatively with the child, family and other team members
- Effective written and oral communication skills
- Be highly motivated and self-directed with strong time management and organizational skills
- Work with the Circle of Strength Team to plan and implement a quality program for young children, maintain healthy relationships and communicate effectively and respectfully with children, families and colleagues
- Create and maintain
- Good decision making and problem-solving skills

Conditions of Employment:

1. Must be able to obtain and maintain a clean Criminal Records Check
2. Have a valid Driver's License with proof of insurance

Salary: \$ 23.49 - \$ 28.63 per hour depending on education and experience.

Deadline for applications is **June 15, 2018 at 4:30 pm.** Please submit a cover letter and resume with 3 work related references to:

Marg Shelley
Chief Administrative Officer
Williams Lake Indian Band
2672 Indian Drive
Williams Lake, BC V2G 5K9

Or email to: cynthia.dick@williamslakeband.ca