#### Inside this Issue

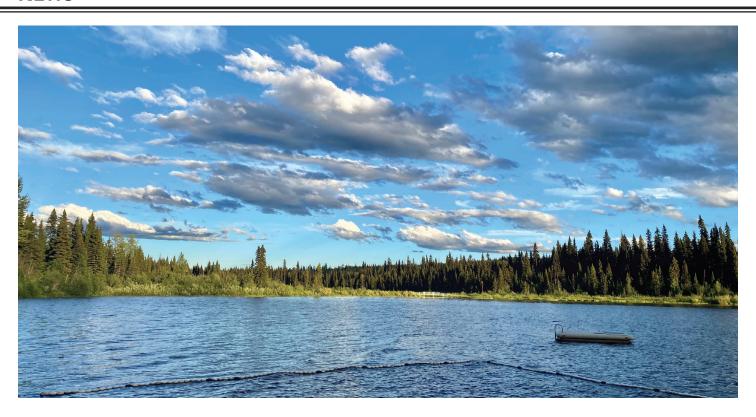
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### **XATŚŪLL FAMILY CAMP**

Xatśūll Health Department put a Family Camp weekend on for community. Greyson and Charlee enjoying the Scavenger Hunt. Page 2

Pelltexelcten (salmon come up river current month) - August



## Fun was had at the Annual Family Camp

The Xatśūll Health Department organized a Family Camp at Gavin Lake Forest Education Centre. This camp usually happens annually during the summer months.

This year they had fun activities planned by Stephanie Tweedie the Summer Program Leader. The families enjoyed the activities; tie dying, archery, crafts and a scavenger hunt.

There was about fifty people that were at family camp this year. It was nice to see so many families enjoy the break from every day life, technology included. The children enjoyed swimming in the lake no matter the weather, they were in the water and even tried out the outdoor sauna, aka 'the sweat'.

Many good times and memories made. And the food was plentiful and delicious. Much appreciation to all the staff and members that attended to make it a fun event.





## **Community Appreciation**



I just got back from having a Healing Touch session. Of the three women who come to assist in my Healing Journey, Kristine is a gem. The energy work she does on me has helped significantly! My Fibro and Rheumatism is much lower. I walk into sessions at a 2 or 3, I come away at a 9 or 10. I highly recommend anyone and everyone to give her a try. Same goes for the Kim, Massage and Ciel, Integrative Therapy.

In the past year or more my Fibromyalgia and Rheumatoid Arthritis inflammation has gone way down. My specialist is so happy with my health. Now to lose the Covid weight. Thank you Xatśūll Health for bringing these women into my life. I am ever so grateful.

\*Those with Fibro, and our Elders, need reminders though when they are coming. Forgetfulness happens. Again so very grateful.

Andrea Gilbert

"'Thank you' is the best prayer that anyone could say.
I say that one a lot. Thank you expresses extreme gratitude, humility, understanding."

—Alice Walker



Hello:)

My name is Stephanie Tweedie, the Summer Program Leader. I was born in Williams Lake, grew up in Red Deer, AB then moved to Soda Creek 1994 for a few years then returned to stay in 2004. I have four awesome kids; Dionne, Tyler & Michael with

### **Stephanie Tweedie,** Summer Program Leader

Fred and my great-niece Alex, who has been with us for the past 3 years.

July started out at the Gavin Lake Family Camp with our craft night making beaded lanyards and constructing leather knife sheaths, followed by archery fun with alien and rabbit targets to shoot. The next day was tie-dying socks, bags, scrunchies, bandanas and shirts. The camp activities were finished with a scavenger hunt on the boardwalk trail. The camp was a great time to unplug & reconnect with

friends and family. Thank you to Health Dept for the door and Scavenger Hunt prizes!

So far our days have been spent playing games, Quesnel pool and park, geo-caching, bowling, lake day, water safety with Kayla, pool fun, mini golfing, and picking wild strawberries. Battleship is a favorite game to play, the diving board isnt so high and the lazy river isnt so scary. We have pro mini golfers and an awesome backwards bowler. we have story tellers and creative book artists. I

love hearing the kids get excited to return (even though it's the weekend), and counting down the days until we are back together!

We have a great group of kids registered for the summer program plus our awesome summer students; Angel and Jolene. I love the community here and I'm excited to be working with the kids this summer. I'm looking forward to our many more activities and fun adventures this summer!





Some updates, on what has been going on in Social Development.

- The Pre-Employment will be doing a Culture Camp

# **Jennifer Stinson,**Social Development Coordinator

with WLFN. It will be held from August 8th, Monday to August 11th, Thursday.

- It runs every two weeks, Mondays & Tuesdays from 9:30 am to 2:00 pm, downstairs in

the gym.

- Just a gentle reminder to ALL Single Employable Clients, it is mandatory for one to participate in the program to be eligible for Income Assistance. The next sessions will be August 15th & 16th, and August 29th & 30th.

- The food bank is still going strong, and is open to ALL, band members.

Just a gentle reminder for the FOOD BANK, it is open every other Thursday's from 1:30 pm to 4:00 pm. (Remember to bring your own bags or boxes to carry all your food items). - Also, a reminder to all Income Assistance Clients the monthly declaration forms must be in every month by the 10th, to be eligible for Income Assistance.

Just an update on Exemption Earnings for Income Assistance Clients. Below the charts shows what a client can earn each month before deductions are made on their Income Assistance:

Earnings Exemptions 'Effective January 1, 2021				
Income Assistance - Eligible Clients	Earnings Exemption Amount (per month)			
All family units, including individuals eligible for income assistance but are employable	*\$500			
All family units with a dependent child or caring for a supported child	*\$750			
A family unit where at least one individual is a Person with Persistent Multiple Barriers (PPMB). If both persons within the family unit have PPMB, the amount remains the same (it is not doubled).	*\$900			
All family units with a dependent child or who care for a supported child with a severe disability where the disability of the child precludes employment more than 30 hours a week. This includes a child in receipt of COPH assistance, or a foster child.	*\$900			

SINGLE EMPLOYABLES
SINGLE PARENTS &
COUPLE WITH CHILDREN

PPMB CLIENTS

CLIENTS WITH A CHILD THAT IS PWD

Disability Assistance – Annual Earnings Exemption (AEE) Limits Effective January 1, 2021				
Eligible Clients	Base amount (multiplied by the # of qualifying months in the calendar year)	Maximum Annual Earnings Exemption (full calendar year)		
A family unit with one adult recipient who has the PWD designation	\$1,250	\$15,000		
A family unit with two adult recipients where only one recipient has the PWD designation	\$1,500	\$18,000		
family unit where both individuals have the PWD designation	\$2,500	\$30,000		

**ALL PWD CLIENTS** 

# August

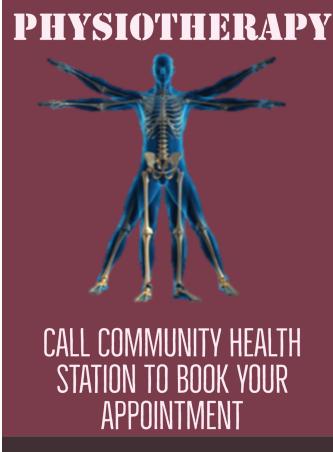
# 2022

## Social Development Department



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CIVIC DAY OFFICE CLOSED	2	3	FOOD BANK 1:30 – 4:00 pm	5	
CULTURE CAMP SODA & WLFN	CULTURE CAMP SODA & WLFN	MID-MONTH  CULTURE CAMP SODA & WLFN	HOUSEHOLD  BILLS DUE, EITHER BY EMAIL OR DROP OFF ® THE OFFICE MONTHLY DECLARATION FORM DUE TODAY TOO CULTURE CAMP SODA & WLFN	12	4
Pre- Employment 9:30 – 2:00 pm	Pre- Employment 9:30 – 2:00 pm	17	18 FOOD BANK 1:30 – 4:00 pm	19	
22	23	CA DAY	25	26	
30	30				
Pre- Employment 9:30 – 2:00 pm	Pre- Employment 9:30 – 2:00 pm	31			
	CULTURE CAMP SODA & WLFN  15 Pre- Employment 9:30 - 2:00 pm  22  Pre- Employment	CULTURE CAMP SODA & WLFN  15 Pre- Employment 9:30 - 2:00 pm  22 23  Pre- Employment 29 Pre- Employment 29 Pre- Employment Employment 29 Pre- Employment Employment 29 Pre- Employment Employment	CIVIC DAY OFFICE CLOSED   8 9 MID- MONTH   CULTURE CAMP SODA & WLFN  15 16 Pre- Employment 9:30 - 2:00 pm  22 23 24 SA DAY  Pre- Employment Pre- Employment 29 30 31 Pre- Employment Employment Employment Pre- Employment Employment Pre- Employment Employment Employment Employment Employment Pre- Employment Employment Employment Employment	CULTURE CAMP SODA & WLFN  CULTURE CAMP SODA & WLFN  To pre-Employment 9:30 - 2:00 pm  CULTURE CAMP 9:30 - 2:00 pm  CULTURE CAMP SODA & WLFN  To pre-Employment 9:30 - 2:00 pm  CULTURE CAMP SODA & WLFN  SODA & WLFN  CULTURE CAMP SODA & WLFN  SODA & WLFN  FOOD BANK  1:30 - 4:00 pm  Pre-Employment  Pre-Employment  Pre-Employment  Pre-Employment	CULTURE CAMP SODA & WLFN  To Pre-Employment  2







# Upcoming

Dates:
AUGUST 9, 2022
XATSULL 8:30 - 12
WLFN 1 - 4:30

AUGUST 10, 2022 CANOE CREEK 8:30 - 12 DOG CREEK 1-4:30

SEPTEMBER 7, 2022 XATSULL 8:30 - 12 WLFN 1 - 4:30

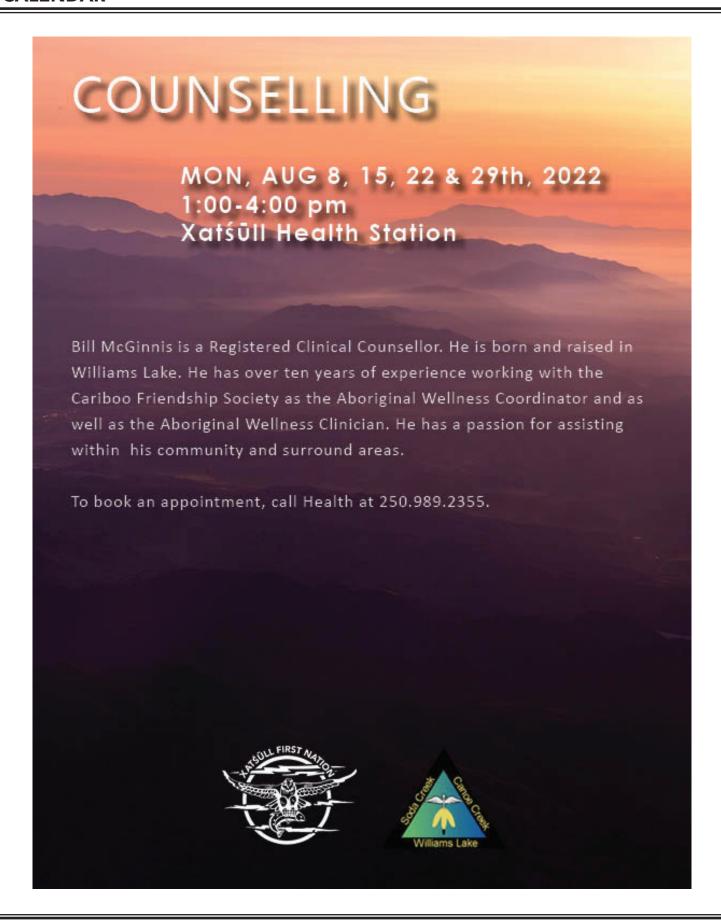
SEPTEMBER 19, 2022 CANOE CREEK 8:30 - 12 DOG CREEK 1 - 4:30











## INTEGRATIVE THERAPY

FRI, AUG 12 & 19th, 2022

8:30-3:30 pm Xatśūll Health Station

Creating wellness and healing trauma can be empowering and exciting process, but only if we include practices that attend to all the parts of our experience. Otherwise, we can work ourselves for years and years and just feel like we're spinning in circles.

Integrative Therapy is the practice of bringing these parts of our being back together, understanding how the body and environment influence the mind and spirit (and vice versa) and employing powerful practices that shift us out of old, damaging patterns. This isn't 'quick fix' medicine, but a process that can dramatically change a person's emotional + physical health over time.

Integrative Therapy reconnects a person with their innate capacity to heal and know themselves.

#### SESSIONS MAY INCLUDE:

Holistic Nutrition + Supplementation Guidance
Body-Based Trauma Release Breathwork + Yoga Meditation
Guided Visualization Massage + Energy Work

Call Health at 250.989.2355 to book an appointment







Monday, AUG 8 & 22nd, 2022

12:05-12:55 pm Cariboo Memorial Complex

Join us for drop in Aqua Fit classes. Rides are available or can meet at pool at 11:30am. Call Health at 250.989.2355 to sign up by 9am on Mondays.

#### Xatśūll Health Station August 2022 Calendar of Events Tue Wed Thu Sun Mon Fri Sat 1 3 4 5 6 Foot Care w BC Day Family Fun Integrative Statutory Ayla Day Therapy Holiday 9:00-4:30pm 1:00-7:00pm 8:30-3:30pm Office closed Xatsull **Cultural Night** Heritage Site 3:00-7:00pm 8 10 11 12 13 Massage Massage Blanket Massage Massage Massage 12-8:00pm 12-8:00pm 8:30-4:30pm 8:30-4:30pm 8:30-4:30pm Ceremony Counselling Physiotherapy Veggie Bag Integrative 11:00-3pm 1:00-4:00pm 9-12pm 1:00-4:00pm Therapy Xatsull Aquafit **Cultural Night** Gym Session 8:30-3:30pm Heritage Site 3:00-7:00pm 12-1:00pm Cariboo Pool Complex 5pm 14 15 17 18 19 16 20 Dental Dental Dental Integrative Therapist Therapist **Therapist** Therapy 10:00-3pm 10:00-3pm 10:00-3pm 8:30-3:30pm Counselling **Cultural Night** 1:00-4:00pm 3:00-7:00pm 21 22 23 24 25 26 27 Aquafit Integrative 12-1:00pm Therapy Pool 8:30-3:30pm Gym Session Counselling Xatsull Gym **Cultural Night** 1:00-4:00pm 5pm 3:00-7:00pm 28 29 31 30 Counselling 1:00-4:00pm **Cultural Night** 3:00-7:00pm

# CULTURAL NIGHT

TUESDAY'S, AUG 2, 9, 16, 23 & 30th

3:00-7:00pm (drop in) Xatśūll Health Station

#### Join us for Cultural Night!

Join us for Cultural Night and learn about different salves, medicines, how to make a drum, etc. The Cultural Activity will depend on weather.

We provide snacks. Covid protocols in place. Call Health if you have any questions, 250.989.2355.

Open to Xatŝūll Community Members only



Pg 1 of 1 Wed Jul 13, 2022 - 02:16 PM EST FR: Assembly of First Nations TO: Soda Creek Indian Band

#### Federal Indian Day School Class Members Extension Request Form

Today, July 13, 2022, 11:59 p.m. PST, is the deadline to submit a claim for Federal Indian Day School Class Members.

An Extension Request Form is available for Class Members to submit claims from July 14, 2022 until January 13, 2023. Submit the Extension Request Form and the Claim Form no later than January 13, 2023, 11:50 p.m. PST.

The six-month extension requires Survivor Class and Family Class claimants to apply to the class action team, Gowlings, for the extension. The AFN is not a party to the settlement agreement and continues to advocate for an extension that does not require an additional request form. In the meantime, the Extension Request Form is required.

#### How to Get Claim Forms

- Download the Extension Request Form and Claim Form at indiandayschools.com
- Phone Class Counsel at 1-844-539-3815
- Email Class Counsel at dayschools@gowlingwlg.com

#### Claims support

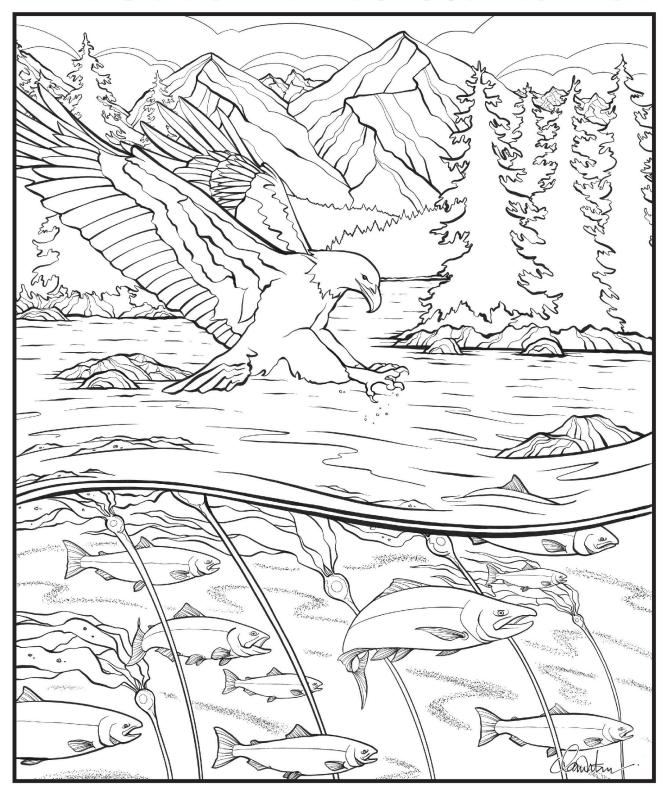
Phone 1-888-221-2898 for questions about the Claim Form or Claims Process.

#### Mental Health Support

We recognize that applying for the extension may add to the stress and triggering nature of making a claim.

The Hope for Wellness Hotline is available 24 hours a day, 7 days a week at 1-855-242-3310 or online at www.hopeforwellness.ca

## FEATHERS & FINS - COLOURING PAGE



CLAIRE WATSON ILLUSTRATION | www.clairewatson.com | f @ 2 @clairewatsonart

# ENVIRONMENTAL / CULTURAL MONITORS



Xatsūll First Nations is currently accepting applications for a First Nation Environmental / Cultural Monitors to join our growing team.

The Monitor reports to the Natural Resources Department Manager and is primarily responsible for conducting environmental and archaeological evaluations in various locations throughout Xatsull First Nation's territory.

#### Primary Duties:

- Collect environmental samples (i.e., air, water, and soil samples)
- Inspect sites and record data and observations in an accurate and well-organized manner
- · Maintain and organize spatial (mapping) data
- Assist with Archaeological Impact Assessments, Preliminary Field Reconnaissance, and Archaeological Monitoring for various industries including forestry, mining, oil and gas, highways, and infrastructure etc.
- Conduct subsurface testing (hand dug or auger), screening and archaeological monitoring
- Assist with the provision of recommendations in accordance with the Heritage Conservation Act
- Assist in the review of reports and regulatory documents with members of the Natural Resource and/or XTR LLP team
- Provide support at meetings with community members and stakeholders
- · Assist in the operation and maintenance of equipment, including laboratory, field, and monitoring equipment
- Navigate variable terrain using maps, GPS, tablets, and/or a compass
- Operate various vehicles, including but not limited to an UTV, ATV, or 4x4 truck
- · Other duties as assigned

#### Requirements:

- Knowledge of Xatsūll First Nation history, title, and rights
- · Willing to learn various software programs to assist with data management
- · Positive attitude and genuine interest in protecting environmental and cultural heritage values
- · Basic familiarity with spatial data
- · Flexible and adaptable to changing priorities

TERM: Casual, Seasonal

HOURS: Average of 35 Hours a week

LOCATION: Natural Resource Department, Xatsūll First Nations COMPENSATION: \$20 to \$25 per hour commensurate on experience

START DATE: As soon as possible

#### How to Apply:

- 1. Please provide a cover letter with salary expectations and availability.
- 2. Resume

#### Email your Application to:

Human Resources Email: hr@xatsull.com

Mail your Application to: Fax to: 250 989-2300

Attention: Human Resources

Xatsūll First Nation (Soda Creek First Nations)

3405 Mountain House Road, Williams Lake, BC V2G 5L5

Application Deadline: Open Until Filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE\*\* Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

## MAINTENANCE WORKER



The Maintenance Worker effectively provides maintenance services using strong diagnostic, repair, and organization skills to coordinate repairs, purchase of supplies, for the scheduling of preventative maintenance and to report on specific issues for buildings and facilities.

#### **Duties and Responsibilities:**

- 1. Performs day-to-day maintenance duties for all assigned buildings, developing an organized approach to repairs and scheduling preventative maintenance.
- Undertakes basic carpentry, plumbing and mechanical duties to band office buildings and possibly residential housing when needed.
- Checks windows and doors to ensure they are secured properly with locks as required and are in good operating condition
- Changes any broken or worn fixtures, including light bulbs
- Perform routine checks on band office buildings HVAC systems, record findings and report to supervisor
   Notifies supervisor immediately of any significant damage to buildings or equipment
- 7. Provides grounds keeper service which includes lawn mowing, weed whacking, plant and shrub care; this care could be extended to the Rose Lake Dams site, water treatment plants, reservoirs and compound.
- 8. Clear stairs and walkways of snow and sanded these areas when slippery during the winter months
- 9. Obtains supplies for maintenance as required.
- Maintains fire hydrant and curb stop visibility through vegetation removal and painting.
   Inventories all equipment and supplies in maintenance yard; maintains this yard so that it is clean, tidy and
- Helps create a safe and healthy environment with well-maintained facilities
- At times participate in various community, council and committee meetings.
- 14. Receives daily and weekly workload from supervisor and reports on the progression of this workload
- 15. Other duties as assigned or required

#### Qualifications

#### **Education**:

- Graduation from High School Grade 12 or equivalent
- Registration in an entry-level foundation program and pre-apprenticeship training is encouraged and any trade would be an asset

#### Competencies, Skills and Abilities:

- · Proficiency with the use of tools and carpentry equipment
- Ability to work independently and build effective interpersonal relationships
- · Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality

#### Experience:

· Two to five years maintenance or related experience

#### Working Conditions:

- Travel may be required
- Hazards may include the use of commercial/industrial cleaning chemicals, climbing, lifting, carrying, pushing, pulling, operating tools and equipment.
- Ability to perform the physical requirements of the job which include: carrying, lifting, standing and walking.
- Standard hours of work but may be altered at times.
- Receives direction, then expected to perform to meet expectations with supervision.

#### 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

#### General Category:

- · Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open, honest and professional communications with co-workers, leadership and all others who do business with XFN.
- · Ensures that all internal and external deadlines are met
- · Travels as required in the performance of their job
- Serves on committees as directed.
- · Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Supervisor
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- · Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Wages: \$19-25 per hour depending on experience

#### How to Apply:

Please provide a cover letter and resume

#### Email your Application to:

Human Resources Email: hr@xatsull.com

#### Mail your Application to: Fax to: 250 989-2300

Attention: Human Resources

Xatsull First Nation (Soda Creek First Nations)

3405 Mountain House Road, Williams Lake, BC V2G 5L5

#### Application Deadline: Open Until Filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE \*\* Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

# WATER OPERATOR / MAINTENANCE WORKER



The Water Operator/Maintenance Worker effectively provides water and maintenance support services in the community. This role requires strong maintenance skills, problem assessment and the ability to perform inspections on a regular basis. The Water Operator/Maintenance Worker must be vigilant in water quality testing and reporting to protect the community.

#### **Duties and Responsibilities**

- 1. Performs water inspections, ensuring all components are fully functioning for the delivery of potable water
- 2. Tests water quality on a weekly basis and records data for all water systems, also monthly and quarterly testing will be done.
- 3. Check pumps, chlorine levels, flush hydrants and record daily water usage.
- 4. Maintains the slow sand filter system and iron/manganese removal filter system in proper working order
- 5. Performs day-to-day maintenance and minor repair duties for all assigned buildings
- 6. Checks and maintains heating system in the water buildings on a regular basis
- 7. Identifies repairs and completes work orders; obtains quotes for repairs as required
- 8. Maintain the water plants grounds in the way of grass and shrub trimming and snow removal
- 9. Obtains supplies for maintenance as required
- 10. Ensures areas around fire hydrants are kept clear and visible and ensures the ID markers for the curbstops are maintained and visible
- 11. Prepares and submits regular activity reports and statistics to appropriate agencies, such as First nation Health Authority, and the community
- 12. Completes and maintains accurate records for conditions in the water plants; complies with reporting requirements
- 13. Maintains, operates and reports on the conditions of Rose Lake Dam
- 14. Participates in various community, council and committee meetings
- 15. Other duties as assigned or required
- 16. Reports to supervisor when or before making any adjustments to the water system

The duties listed are provided as examples of area 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:**

- Graduation from High School Grade 12 or equivalent
- Level 1 Water Operator Certificate
- Possibility of training the right candidate if no water certification

#### **Competencies:**

The Water Operator/Maintenance Worker should demonstrate competence in some or all of the following:

- Data Analysis gathers, analyzes, and acts on information gathered as well as team and individual performance data
- Accountability holds self accountable for achieving goals and personal development; delivers on commitments
- Communicating information creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- Planning & Organizing plans and organizes time effectively to meet goals and timetables visualizing needs for the future

#### **Skills and Abilities:**

- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the beginner level (only require basic functions)
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

- Problem Solving uses critical thinking skills to analyze problems systematically, organise information, find root causes and generate options or solutions
- Plumbing, electrical, carpentry, automotive, electric motor and HVAC
- Use of power tools

#### **Experience:**

- Two to three years water operator and water analysis
- Building maintenance and HVAC

#### **Working Conditions**

- Travel will be required
- Hazards may include use of commercial/industrial cleaning chemicals, climbing, lifting, carrying, pushing/pulling, operating tools and equipment
- Ability to perform the physical requirements of the job which include: carrying, lifting, standing and walking
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks 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 program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

#### **Directly Supervises**

None

#### **General Category**

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communication with co-workers, board members and all others who do business with the society and band members
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by supervisor
- Takes responsibility for identifying and upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of the supervisor
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.

Wages: \$19-25 per hour depending on experience

#### How to Apply:

Please provide a cover letter and resume

Email your Application to: Mail your Application to: Fax to: 250 989-2300

Human Resources
Email: hr@xatsull.com

Attention: Human Resources
Xatśūll First Nation

3405 Mountain House Road, Williams Lake, BC V2G 5L5

#### Application Deadline: Open Until Filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE\*\* Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

# SELF GOVERNMENT TRANSITION COORDINATOR



Job Title: Self Government Transition Coordinator

**Reports to:** Treaty Manager

**Job Summary:** The Self-Government Transition Coordinator contributes to the overall success of the

organization by working to negotiate and prepare the community for a post-Treaty self governing environment in accordance with the vision, mission and objectives of the organization. The Self-Government Transition Coordinator is tasked with developing programs to build capacity, explore alternatives to Treaty, communicate, promote and

revitalize the cultural heritage and language.

The Self-Government Transition Coordinator will work to advance the Soda Creek Indian Band's goal of self-government. This will include helping to further develop Governance structures, as well as plan and initiate the transition from the Indian Act to a sovereign, self-

governing community.

**Skills and Abilities:** 

- Understanding of laws, constitution and legal language
- Knowledge of traditional lands, culture and language
- Intermediate skills with Microsoft Office (You are capable of using a large number of functions and feel confident using the program)
- Ability to use in-depth analysis and evaluation using significant innovative thinking and creativity to find answers
- Strong administration, conflict resolution, time management, interpersonal communication, proposal preparation, and negotiation skills.

**Type of Employment:** This is a full-time position of 35 hours a week.

**Application** Opened till filled. Only candidates that are eligible for an interview will be contacted. **Deadline:** To obtain a copy of this job description and application, please visit www.xatsull.com.

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 program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

Resumes can be mailed or emailed or delivered by hand to:

Leasa Williamson, Executive Assistant 3405 Mountain House Rd.

Williams Lake, BC V2G 5L5 Email: execasst@xatsull.com Or by fax to: 250-989-2300

Only those selected for interview will be contacted

Please provide your cover letter and resume. Open until filled. Only candidates that are eligible for an interview will be contacted. To obtain a copy of a complete job description please request one from the Executive Assistant. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.