



Fraser River Run

The monthly newsletter of Xats'ull First Nation



COMEDY SHOWS DRAWS PLENTY OF LAUGHS

The comedy show with Don Burnstick, put on for free by Xats'ull, was a big hit with plenty of people in attendance

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Great turnout for Don Burnstick show

Hello Everyone,

We're so happy to have had such a great turnout to see Don Burnstick's two shows! Everyone was clapping, laughing hard, and enjoying their evening with family, friends, and people they hadn't seen for a while. We're glad to have been given the opportunity to bring such a fun event to all Xats'ull community members, sister communities, partner organizations as well as anyone who was able to get a ticket or two.

Don Burnstick and his assistant Peyton were excited to be in Williams Lake. It was a pleasure to get to know them both – very down to earth and easy to work with. Don was gracious and accommodating to all that requested pictures or autographs after each show.

A very deserved thank-you to Chief Sheri Sellars, Band Administrator Norman Champagne, and our Xats'ull Council for supporting this event without hesitation, opting for two complimentary shows instead of one. A huge thank you to our wonderful helpers Jacob Johnson, Paige Sellars, Morgan Elliot, and Devon Elliot. They were all dependable and easy to work with. Also, thank you to Max, for taking photos during Friday's performance.

And thank you very much to all that attended the performances, without your presence our production would not have met the success it did.

EDUCATION UPDATE

Things we're working on in Head Start and Education:

- Head Start Gymnastics: ended on October 24. The parents enjoyed it as much as the kids did and we



- will have four more classes starting soon
- Head Start Parents and Elders Knitting Course: starts on Sunday, October 30
- Head Start Playgroup: will resume on Wednesday, November 2 with a Car Seat Clinic on November 9
- Powwow Dance Lessons: for Head Start Children and their Parents
- Short beading and sewing projects: four classes, to finish each project in one sitting

- Art lessons for parents: Four simple sessions of painting
 - A Guide to Cell Phone Plans for Elders: a continuation of our previous classes
 - Elders' Introductory Computer course: planning for another in January or February
- Please contact Head Start and Education at (250) 989-2323, Ext 127 to register

*Kelly & Avo
Education Department*

Xatsùll project updates

VEGETABLE HYDROPONICS

Chief and Council approved the name “Xatsùll Harvest” for the new vegetable hydroponics company.

The logo for Xatsùll Harvest is being created by the band’s own Kelly Menakian with assistance from the communications department.

Additionally, a site was prepared for the growing facility behind the Administration building, including levelling the site and a water hookup.

EXCAVATION

Multiple excavation projects have taken place over the past weeks.

Perhaps most noticeable is that the straight and steeper drive up to the offices and community buildings has been filled in. The area will be grass seeded. The curved and less steep drive up was widened to accommodate the increase in traffic. Furthermore, better drainage was installed along the Administration and Treaty/NR buildings to mitigate road damage from precipitation. Finally, some work is being completed to widen the compound to make room for the slowly increasing fleet of vehicles and a potential future move of the infrastructure building to the compound.

MINING

A community meeting on the Cariboo Gold Project near Wells was held on October 18, primarily detailing the potential environmental impacts of the proposed project. Due to unforeseen circumstances, attendance was lower than anticipated. If any members would

like more information, email Mining Coordinator Mike Stinson at mining@xatsull.com or call him at 250-989-2323 ext. 160.

SNOW PLOW

The band has purchased a new snow plow and sanding truck. While it hasn’t arrived yet, the expectation is that it will go into service for this season. Xatsùll is currently looking for a Groundskeeper/Recycle/Solid Waste Champion; a position that will also be responsible for snow plowing in the winter.

HOCKEY UNIFORMS

Chief and Council approved funding for the purchase of 28 reversible jerseys and 53 sublimated socks, as well as ice time, for a community hockey team. The total funding approved was \$6,920. We’d like to give a big thank you to Dustin Phillips and any other organizers for putting the team together.

T-SHIRT DONATION

Chief and Council also approved \$1,184.51 towards the purchase of t-shirts for the Dale Evans Memorial Hockey tournament. A big thank you to Nina Kalelest for organizing that.

RANCH

The ranch has now officially been named Xatsùll Mountain House Ranch Inc. and a logo has been finalized. Signs will be going up at the ranch shortly. A community meeting on the ranch had been scheduled for Oct. 19 but had to be cancelled due to unforeseen circumstances. Keep an eye out for



The road up has been filled in

a new date. Beef from the ranch will once again be delivered to community members. For anyone living outside the community, beef from the ranch will be available through the food bank. For any more information on the ranch, please visit mountainhouseranch.com.

IN-HOUSE LIDAR

The band has been working on developing the capacity to conduct Lidar in-house (rather than outsourcing it). Lidar (Light detection and ranging) is a pulsed laser system that allows for precise three dimensional information about the shape of the Earth and it’s surface characteristics. This can be used as an aid in forestry, archeology, surveying and more. Due to a small manufacturer’s defect, the system had to be returned for maintenance but it should be up and running in the next few months.



Hunting camp sees 3 deer go to families

Hunting Camp 2022 was a great success!!!!

It always is, but it just keeps getting better and better each year we do it. We had a great turnout with 40 of us attending including community members and RCMP. It was held out at the Gavin Lake Forest Education Centre again this year. We really enjoy the spot as there is a lot of space and cabins, and there is so much more to do around when you're not out hunting.

It was a busy weekend for sure filled with hunting, eating, cooking, scavenger hunts, eating, archery, beading, moccasin making, Indian bingo (which is always everyone's favorite game to play), crafts, eating, visiting and most

importantly fun!!!!

This year was by far the best yet as we were blessed with two bucks and a doe, which is the most we ever got at hunting camp and would like to Thank Constable Neufeld (Kevin) for his sharp shootin' skills. Thank you also to everyone who helped in the process skinning and hanging was a lot of work but worth it in the end.

We had the chance to take them the butcher shop to get it done into ground meat and different cuts to share it amongst the families who attended. And I just want to say thank you to my Elders for your prayers and blessings over us each day, thank you to our youth for helping and most importantly the cooks because they kept us fed and

full the whole time and everyone is always happy with a fully tummy. So THANK YOU ALL. Every helping hand is greatly appreciated. This couldn't happen without you.

I hope you all had a great weekend and enjoyed yourselves and had the opportunity to learn or teach our culture. I know the children loved it you can hear it in the voices the amazement and excitement as they watched and learned, and they thought it was the coolest thing.

These moments and memories are priceless and thank you for being a part of it! We already cannot wait until next year and plans are already in the works!!!!!!

*Janae Beaulieu
Community Health Representative*



November 2022

Social Development Department



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 MID-MONTH(Nov.'s)	3	4	5
6	7 Pre-Employment In the gym @ 9:30 am	8 Pre-Employment In the gym @ 9:30 am	9 HOUSEHOLD BILLS DUE, EITHER BY EMAIL OR DROP OFF @ THE OFFICE MONTHLY DECLARATION FORM DUE TODAY TOO	10 FOOD BANK 1:30 – 4:00 pm	11 Remembrance Day (office closed)	12
13	14	15	16 SA DAY	17	18	19
20	21 Pre-Employment Culture Camp	22 Pre-Employment Culture Camp	23 Pre-Employment Culture Camp	24 FOOD BANK 1:30 – 4:00 pm Pre- Employment Culture Camp	25	26
27	28	29	30 MID-MONTH (Dec.'s)			

November 2022

Xat'sūll Health Station Events Calendar

Call 250-989-2355 for rides needed for medical travel, it must be booked on Monday for Wednesday's Travel

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Med Travel	3 Veggie Bag 1-4pm	4 Integrative Therapist 8:30-3:30pm	5
6	7 Aqua Fit 12:00-1pm Pool Counsellor 1:00-4:00pm	8	9 HCC Travel Physiotherapy 9am-12pm	10	11 Remembrance Day Statutory Holiday Office closed	12
13	14 Aqua Fit 12:00-1pm Pool Counsellor 1:00-4:00pm Massage 12:00-8pm	15 Massage 12:00-8pm	16 Med Travel Elder's Xmas Lunch 10-3pm Gym Massage 12:00-8pm	17 Massage 8:30-4:30pm	18 Integrative Therapist 8:30-3:30pm Massage 8:30-4:30pm	19
20	21 Aqua Fit 12:00-1pm Pool Counsellor 1:00-4:00pm Dental Therapist 1:00-4:00pm	22 Dental Therapist 9:30-3:30pm	23 HCC Travel	24	25 Integrative Therapist 8:30-3:30pm	26
27	28 Counsellor 1:00-4:00pm	29	30 Med Travel			



XATŚŪLL ELECTION CODE MEETING

You are invited to a Community Meeting at the gym about the Xatsūll Custom Election Code on:

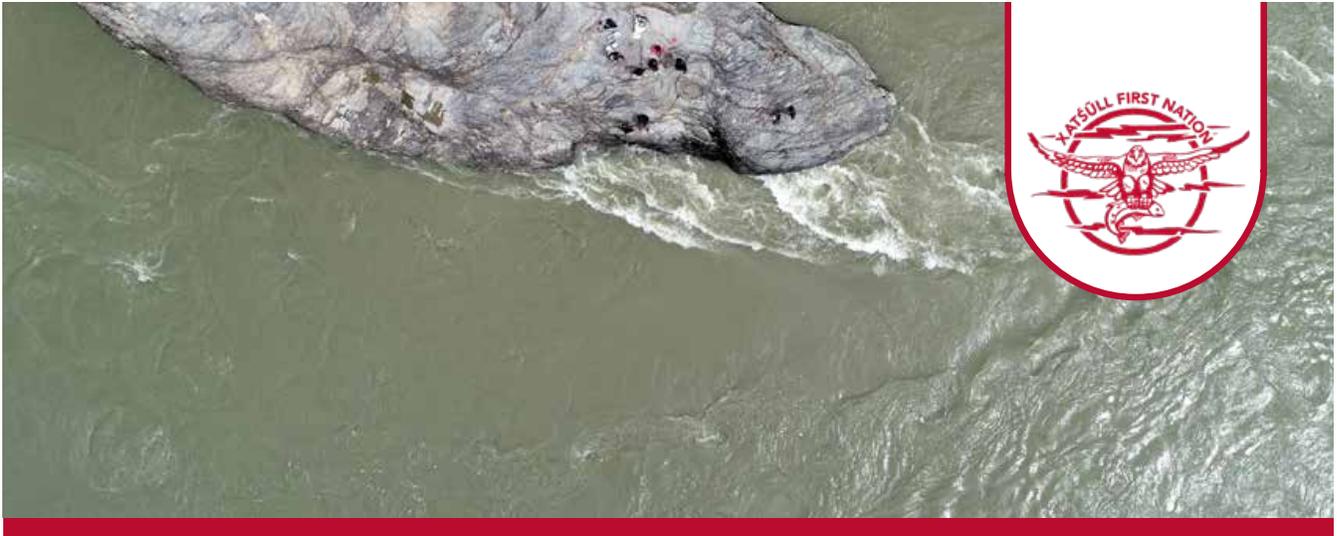
NOV. 3 FROM 5 - 8 PM

Dinner provided. Zoom link available.

Presentation by legal counsel on proposed amendments to clarify and simplify the Code.

Contact Max Winkelman at communications@xatsull.com for questions or the Zoom link.

We want to hear your input on key issues.



XAT'SŪLL SPECIFIC CLAIMS MEETING

You are invited to a Community Meeting at the gym about the Xat'sūll Specific Claims on:

NOV. 10 FROM 5 - 8 PM

Dinner provided with a Zoom link and rides available.

Contact Max Winkelman at communications@xatsull.com for questions or the Zoom link.

ADDITIONALLY

Xat'sūll's Specific Claims historical researcher is also interested in speaking to Elders and members with any stories, photos and any other historical information on Tye Lake, Whiskey Creek, Peavine Flats and Deep Creek on Nov. 9 between 1-4 p.m. Honourariums will be provided for that meeting.

ANNUAL GENERAL MEETING



The Xatsūll Development Corporation will hold their Annual General Meeting on:

November 15 from 1 to 4 p.m.

The meeting will be held remotely and you attend through Zoom using this link:

<https://us02web.zoom.us/j/89964118427>

We hope to see you there.

Xatsūll Development Corporation
3474A Mountain House Rd.
Williams Lake, BC
V2G 5L5

xatsulldevelopment.com
250 477-4900
generalmanager@xatsulldevelopment.com

COUNSELLING

MON, NOV 7, 14, 21 & 28th, 2022

1:00-4:00 pm

Xatśūll Health Station

Bill McGinnis is a Registered Clinical Counsellor. He is born and raised in Williams Lake. He has over ten years of experience working with the Cariboo Friendship Society as the Aboriginal Wellness Coordinator and as well as the Aboriginal Wellness Clinician. He has a passion for assisting within his community and surround areas.

To book an appointment, call Health at 250.989.2355.



Dental Therapist

MON, NOV 21st 1:00-4:00pm

TUE, NOV 22nd 9:30-3:00pm

Xat'sūll Health Station

The services offered are:

- cleanings
- fillings
- extraction
- exams
- X-rays
- referrals.

Please contact Health at 250-989-2355 to book an appointment.





Aqua Fit Classes

**MON, OCT 24 &
MON, NOV 7, 14, 21 & 28th, 2022**

12:05-12:55 pm

Cariboo Memorial Recreation 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 9:00am on Mondays.





ELDERS *Christmas* LUNCH

NOVEMBER 16

10AM - 3PM

XATŚŪLL GYM

RSVP BY NOVEMBER 14

TRANSPORTATION WILL BE PROVIDED



Wreath making with Crystal

**Delicious
Lunch Provided!!**

**Door Prizes
to be won!!**

If you have any questions or would like to RSVP, contact your local
Home Support Worker

Cortney -Xatsūll 250-989-2355

Cecelia -WLFN 250-296-3532

Melissa -TCHSS 250-398-9814

Ruby -SXFN 250-440-5822

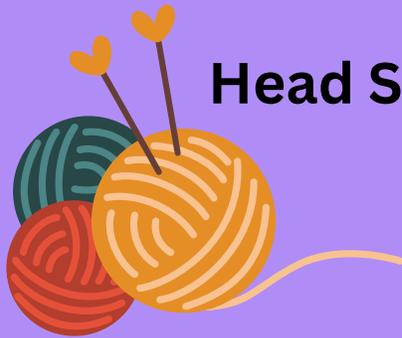
250-459-7749





Xats'ull

Head Start Parents & Elders Knit



For Head Start parents & Elders to visit while learning a new skill

Learn how to knit!

- 4 Sunday sessions
- Simple projects to start - dishcloths & facecloths
- Supplies included
- 3 experienced teachers
- Snacks & drinks
- Maximum 10 people, please register early*



Jessica -
Knitting Instructor

Dates: *Sundays* - October 30

November 6, 13, & 20



Time: 1:00 pm-3:00 pm

Location: Education Building

Knitting

- Improves thinking skills
- Helps relieve stress & anxiety
- Helps prevent arthritis & tendonitis
- Helps with motor functions
- Gives you a sense of pride!



*We reserve the right to limit attendance to band members only

Call Kelly to register: (250) 989-2323,
Ext 127 or Email: headstart@xatsull.com

LUNCH & LEARN

Wellness Centre

TUE, NOV 8th, 2022

12:00-2:00pm

Xat'sūll Health Station

Please join us for a lunch and learn about the new Wellness Centre in Williams Lake. FNHA will do a presentation and we will provide a yummy lunch.

Please call Health at 250-989-2355 if you have any questions or need a ride.





MASSAGE

WITH KIM LITTLEWOOD
OF NORTH OF 7 BODYWORKS & MASSAGE

NOV 14-18th, 2022

DEC 12-16th, 2022

MON	12:00-8:00 PM
TUE	12:00-8:00 PM
WED	12:00-8:00 PM
THUR	8:30-4:30 PM
FRI	8:30-4:30 PM

The appointments are 1 hour and 20 minutes long
25 spots available | Book as soon as possible | Covid protocols in place
We ask if you are sick to please cancel your appointment
To book an appointment, call Health at 250.989.2355.

PHYSIOTHERAPY



CALL COMMUNITY HEALTH
STATION TO BOOK YOUR
APPOINTMENT



Upcoming Dates:

NOVEMBER 9, 2022

XATSULL 8:30 - 12

WLFN 1 - 4:30

NOVEMBER 16, 2022

CANOE CREEK 8:30 - 12

DOG CREEK 1-4:30

DECEMBER 7, 2022

XATSULL 8:30 - 12

WLFN 1 - 4:30

DECEMBER 14, 2022

CANOE CREEK 8:30 - 12

DOG CREEK 1 - 4:30





Bursary Application – Fall Semester

Application Deadline: Nov 18, 2022

Three Corners Health Services

Three Corners Health Services Society provides an annual bursary of \$500.00 to a recipient in each of the 3 communities during the fall semester.

ELIGIBILITY CRITERIA

- Must be registered with either Stswecem'c Xget'tem First Nation, Xat'süll First Nation, or Williams Lake First Nation (T'exelc)
- Must be enrolled in a minimum two year program and attending school full-time (minimum 3 courses)

Please include with your application:

- Confirmation of program acceptance
- Course description or brochure
- 500 word essay about your education, work/volunteer experience, and career plans following completion of schooling. Also, please include location of residence prior to school and intended location of residence following completion of schooling
- Unofficial Transcript
- Photo and small bio – this will be used to announce the bursary recipients.

***Please note: Incomplete applications will not be considered. Applicants are welcome to apply for bursaries as many times as they wish but will be capped after receipt of two bursaries from TCHSS.*

PERSONAL INFORMATION

Family Name: _____ Given Name(s) : _____

Address: _____

Telephone: _____ Band: _____

COURSE INFORMATION:

Name of Institution Attending:

Name of Program Enrolled in:

(Attach copy of course description or brochure)

STATEMENT OF APPLICATION

I agree to allow the use of my name and picture for promotional purposes.

To the best of my knowledge, the information contained in this application is complete and accurate.

Signature

Date

***Please email your application form along with all supporting documentation to the receptionist at reception@threecornershealth.org or fax it to 250-398-9824*

JOB OPENING

YOUTH COORDINATOR



The Youth Coordinator is passionate about working with youth and develops, delivers and evaluates programs and recreational activities for youth in the community to empower youth to become self-reliant, recognize the value of health and wellness and to develop life skills. The Youth Coordinator collaborates with Health and Education staff as well as partner organizations to integrate the values and strengths of other programs.

Duties and Responsibilities:

1. Develops an operational plan which incorporates goals and objectives for programs and services for youth, including program delivery and evaluation
2. Assists in the planning and organizing of daily programming, develops activities, special or cultural events, creates sports and recreation for groups aged 6 to 13 and 14 to 25, leads youth focus groups to develop leadership skills
3. Organizes activities which encourage youth and parents to take the initiative to learn and participate to carry positive behaviours forward with enthusiasm
4. Conducts needs assessment with the community and youth to identify gaps and provide targeted services
5. Provides direct services to clients, such as leading youth oriented workshops/activities in order to support learning and physical activity in the community
6. Liaises with health and social development teams, as well as partner organizations, to develop and coordinate priorities and activities relating to programs for youth
7. Provides referrals for counselling services and intervenes with youth in crisis to lend support and make appropriate referrals
8. Recognizes and assists youth at risk in the community
9. Provides support to youth on probation or involved in the justice system
10. Develops workshops to assist in self-esteem, self-awareness, conflict management, goal setting, genealogy and cultural interests.
11. Maintains accurate and confidential client files; ensures all required forms are set up in files (electronic and hard copy)
12. Prepares and submits regular activity reports to appropriate agencies, most importantly completing financial reporting for respective government funding bodies
13. Recognizes achievements of participants and coordinates events celebrating successes
14. Provides support in establishing operational policies for the program
15. Attends community meetings and events to provide reports, or to lead related workshops and seminars
16. Writes proposals to secure funding to develop programs
17. Establishes operational policies for the program, as well as organization-wide policies for staff interactions with youth
18. Works with the communications department towards public awareness of programs and events; encourages volunteer and parental involvement, as well as encouraging youth fundraising activities with local businesses
19. Participates in various community support, council and committee meetings
20. Develops youth leadership and role modeling capacities.
21. Other duties as assigned or required

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:

- Post-secondary education relating to area of work; such as Education, Child & Youth Care, Social Work or Psychology or an equivalent combination of training and experience
- Knowledge of and experience in First Nations community preferred;
- First Aid, Food Safe, Crisis Prevention Intervention, Suicide Intervention; or willing to obtain;
- Valid Driver's License - Class 4 required, or willing to obtain within 3 months of employment;

Competencies:

The Youth Coordinator should demonstrate competence in some or all of the following:

- 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
- Initiative - Takes the initiative to identify new challenges or opportunities

JOB OPENING

Skills and Abilities:

- Ability to administer youth programs
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the beginner level (only require basic skills)
- 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

Experience:

- Planning recreational activities for groups of youth

Working Conditions:

- Travel to other related organization locations will be required
- Ability to carry out the physical requirements of the job which include lifting, carrying and managing equipment and supplies, as well as walking, pushing and pulling
- Hours will generally consist of non-school hours (3 to 9 p.m.) as well as weekend days and pro D-days
- 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
- Must be able to obtain and maintain a valid Emergency First Aid Certificate, WCB approved Level 1

Directly Supervises:

- Youth and youth employees

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, board members and all others who do business with the society or member bands
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by the Infrastructure Manager
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of the supervisor
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

How to Apply:

1. Please provide a cover letter and resume

Wage/salary:

Commensurate with education and experience

Email your Application to:

Human Resources
Email: hr@xatsull.com

Mail your Application to:

Attention: Human Resources
Xatsúll First Nation
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Application Deadline: Open Until Filled

*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.*

JOB OPENING

**GROUNDSCKEEPER /
SOLID WASTE CHAMPION**



The Groundskeeper/Recycle/Solid Waste Champion is responsible for performing Recycle and Solid Waste Duties twice a week, snow removal and yard upkeep.

Duties and Responsibilities:

1. Performs all duties and responsibilities in accordance with the Xat'sull First Nation policies, standards and procedures and as directed by the Infrastructure Manager
2. Maintains confidentiality on all matters relating to the affairs of the Xat'sull First Nation

Grounds Keeper Program:

1. Assists Capital Infrastructure Manager with the organizing, scheduling, and day-to-day maintenance duties for all assigned buildings, developing an organized approach to repair and scheduling preventative maintenance:
2. Recycle and Solid Waste Collection; will be required twice a week usually Thursday and Friday, training will be provided. Summer daily needs will consist of lawn mowing/weed whacking, planting flowers and trees and tending to them, painting and minor repairs to the buildings, pest and insect control, sweep sidewalks and stairs (keep free of debris at all times), keep grounds free of garbage, keep welcome sign in good condition, dig water bars on road for water diversion, replace damaged siding and skirting on Infrastructure Building, add water to all building drains once a month or as needed, lending a hand to other departments when requested for menial tasks, pick parts up in town for department managers, ensure the outside manhole drains are functional and any other jobs your supervisors deems fitting. Some of these tasks will carry through the entire year.

Soda Creek Cemetery will require maintenance in the spring, summer and fall months in the form of grass cutting.

Winter daily needs will consist of snow removal from all sidewalks and stairs and sanding and salting of these areas (worker will be expected to come in one hour early to tend to the snow removal), snow removal and sanding will also include walkways to and from buildings and near gates and where employees and public park their vehicles, ensure that sand and salt is available at all entrances, stairs and gates, gather garbage in and around the compound on a weekly basis and take to dump, ensure all water and garden hoses are drained, coiled up and hung for winter, ensure sand bags are full and there is an adequate supply at compound for distribution, address any icy condition ASAP.

Snow Plow Removal – all snow in and around the band buildings and community housing at Deep Creek and Soda Creek Reserves will be removed and sanded with a snow plow truck; the days and times needed for this will fluctuate based on snow fall, however, this snow removal will be expected to be removed before the start of the business day.

3. Maintains all playgrounds
4. Checks windows and doors to ensure they are secured properly with locks as required and are in good condition
5. Changes any broken or worn fixtures including light bulbs
6. Maintains fences
7. Assists with the inspection, maintenance of fire protection equipment
8. Obtains supplies for maintenance as required
9. The Grounds Keepers tasks will also consist of any other jobs deemed fitting by his/her immediate supervisors as they come available.

Administration:

1. Assists in the development of the Xat'sull First Nation Occupational Health and Safety Program
2. Assists with the labeling, inventory, storage and removal of chemicals, waste materials, and other products of an environmental and safety concern
3. Assists with community functions, events and meetings when requested
4. Inventories all equipment and supplies in maintenance yard and ensures the yard is clean, tidy and free of debris
 ** All tool and equipment that the grounds keeper uses will be used in safe and respectable manner at all times. These tools and equipment must be signed out prior to any use and reported to the supervisor. The supervisor will inspect and ensure the tools and equipment are in proper running condition prior to the release of tools and will complete this process again when the tools and equipment are returned. **
5. Creates a safe and healthy environment with well-maintained facilities
6. Participates in various community, council, and committee meetings
7. Other duties as assigned or required

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

JOB OPENING

Qualifications

Education and Experience:

- Grade 10 or higher
- Prefer apprentice training in one of the following: building maintenance, carpentry, electrical, plumbing, heating/ventilation/air conditioning

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
- Knowledge of maintenance processes and best practices
- Strong organizational and time management skills
- Ability to work with the public in a courteous and tactful way
- Ability to learn computer programs for word processing, databases, spreadsheets, email and the internet to the basic level (capable of using large number of functions and feel confident using the program)
- Ability to organize, prioritize, and manage workload
- Strong oral and written communication skills
- Ability to work cooperatively with other departments
- Lifestyle consistent with the importance and responsibility of the position

Experience:

- Minimum Two to Three (2-3) years related experience but will also provide training

Working Conditions:

- Ability to perform the physical requirements of the job which includes carrying, lifting, bending, climbing, standing and walking and working in all weather conditions
- Work will happen outside in all weather conditions
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks of the work performed
- Travel may be required

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 License
- Must be able to obtain and maintain WHMIS certification

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 communications with co-workers, board members and all others who do business with the society or member bands
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by the Infrastructure Manager
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of the supervisor
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

How to Apply:

1. Please provide a cover letter and resume

Salary: \$25 per hour

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Human Resources
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Application Deadline: Open Until Filled

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