



**Stswecem'c
Xget'tem**
FIRST NATION

Job Posting

Title: Children and Families Engagement Coordinator

Reports To *Family Services Director*

Job Summary

The Stswecem'c Xget'tem First Nation (SXFN) is seeking a dedicated and passionate Children and Families Engagement Coordinator to join our Family Wellness Team. Reporting to the Family Service Director, this role will be instrumental in preparing, coordinating, and conducting all activities related to the development of the SXFN Child and Family Law in accordance with An Act respecting First Nations, Inuit and Métis children, youth and families (Bill C-92).

Duties and Responsibilities

- Perform duties in accordance with SXFN standards and procedures, as directed by the Chief Administrative Officer.
- Maintain confidentiality regarding all SXFN affairs.
- Coordinate and lead Bill C-92 meetings with the SXFN Child & Family Well-being Working Group.
- Organize and facilitate SXFN community engagement sessions for the development of the SXFN Child & Family Well-being Law.
- Develop a work plan and budget for SXFN as we prepare to enter into a Coordination Agreement with Indigenous Services Canada.
- Liaise with the Working Group/Advisory Committee, current agency, Chief and Council, and legal counsel.
- Prepare financial reports and deliverables per funding agreements.
- Monitor project progress, resolve issues, and provide regular status updates to the Family Services Director and CAO.

Qualifications

- A University or College degree in Child Welfare, Social Service, Community Development, or a related field, or equivalent experience.
- Understanding of Secwepemc culture and traditional practices.
- Experience working in Indigenous communities.
- Knowledge of child welfare legislation and commitment to continuous learning.
- Proficient in MS Office and effective communication skills.

Skills and Abilities:

- Respectful and sensitive communication.
 - Strong problem-solving and critical thinking abilities.
 - Initiative and self-starter mentality.
 - Ability to manage change and build cooperative relationships.
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Working Conditions:

- Travel to client homes and other locations as required.
- Flexibility in working hours.

Conditions of Employment:

- Valid BC Driver's License and reliable vehicle or access to a company vehicle.
- Criminal record check and driver's abstract required

Salary:

- Salary Range: 20.96 -23.59
- Security Level: [To be determined]
- Temporary Position (approximately 18 months)

If you are passionate about making a difference in the lives of families within our community and meet the qualifications outlined above, we encourage you to apply. Please submit your resume and cover letter detailing your experience and motivation for this role.

APPLICATION DEADLINE: Until filled

Interested applicants may apply by submitting a cover letter outlining their wage expectation, and resume to hr@sxfn.ca

ATTENTION: Chief Administrative Officer
Stswecem'c Xget'tem First Nation
General Delivery, Dog Creek, BC
Or Fax: 250-440-5679
Or email: hr@sxfn.ca
