



Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7

Phone (250) 707-0095 Fax (250)707-0166

www.svilx.org

EMPLOYMENT OPPORTUNITY

Syilx Indian Residential School (IRS) Coordinator 3 (TERM: 1 year Maternity Leave)

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA is currently interested in employing a Syilx Indian Residential School Coordinator 3, to guide the development, management and delivery of the Syilx Indian Residential School programming and response services. This includes responsibility for coordinating and providing on-going support to the Syilx IRS Committee ensuring the Syilx world view, in order to uphold the Wellness Committee mandate, as it relates to wellness services.

Scope of Position:

This position will work with the Wellness Team as well as Okanagan Nation communities, community health and social development services, First Nations and other partners.

Key Duties and Responsibilities:

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Supervisory Responsibilities

1. Input into department in program strategic planning, human resources, administrative, financial and operational management requirements ensuring embedded Syilx cultural ways.
2. Ensure staff guidance, development and mentorship.
3. Complete and assist staff with project management.

Service Program Responsibilities

1. Implement and coordinate the Syilx IRS Program as per program manual.
2. Ensuring successful delivery of the IRS program as the lead staff on community responses.
3. Work with the Health and Social Development teams in each band community and assist to identify and enhance new and existing services.
4. Ensure safe, accountable and timely delivery of quality IRS service planning and services to the ONA communities.
5. Engage community staff to inform service delivery planning.
6. Ensure the program manuals are up to date and implemented.
7. Provide intervention services as required.

Administrative Responsibilities

1. Implement and ensure assigned budget is expensed as allocated to meet contract deliverables.
2. Participate and assist in funding proposals.

3. Promote community awareness and understanding of ONA's mandate.
4. Participate in marketing and Communications activities.
5. Ensure all monthly, quarterly and annual reports are completed in a timely manner as required.
6. Ensure the program manuals are up to date and implemented.
7. Actively participate in Wellness Team meetings and assigned ONA events.
8. Ensure workplans are implemented and completed as required.
9. Other duties as discussed and agreed upon.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

Bachelor of Social Work, Child & Youth Care, Indigenous Studies or relevant field with a minimum of (3) three years' experience working with First Nations **or an equivalent combination of education and experience. Experience working with First Nation communities.**

First Nations ancestry will be preferred.

Knowledge, Skills and Abilities

1. Demonstrated experience working with Indian Residential School survivors.
2. Some mentorship experience.
3. Understanding of Syilx Nation cultural norms, traditions and protocols.
4. Ability to recognize and identify vicarious trauma.
5. Knowledge of the application of self-care techniques and backed by relevant training.
6. Ability to work with both individuals and groups.
7. Ability to create reports.
8. Excellent mediation and conflict resolution skills.
9. Demonstrated organizational, time management and presentation skills.
10. Ability to use Microsoft Office, project management and budgeting software tools.
11. Must have excellent interpersonal, communication and technical writing skills.
12. Demonstrated knowledge of the IRS legacy and impacts and effective methods for working with intergenerational trauma.
13. Experience in working with First Nation organizations.
14. Availability of a reliable vehicle and a valid BC Drivers' License.
15. Ability to work flexible work hours/willingness to work on evenings and weekend.
16. Current criminal record (vulnerable sector) check with the RCMP.

Competencies

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Communication
5. Integrity

Values – Respect, Honesty, Sharing, Trust and Unity

Hours of work: 37.5 hours per week.

Wage range: \$27.38- \$37.04

Application Procedures: Please send a current resume and covering letter to:

**Wellness Human Resources
Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Email: WellnessHR@syilx.org Fax: (250) 707-0166
COMPETITION OPEN UNTIL FILLED**

Thank you for your interest. No Phone Calls Please only those short-listed will be contacted