



Xeni Gwet'in First Nations Government

PO Box 98, 3052 Nemiah Valley Rd
Nemiah Valley BC, V0L 1X0

Job Title: Family Support Worker

Type: Full-Time, Permanent

Salary range: \$20 - \$25/ hour

Deadline: Open until Filled

Overall Responsibilities:

The Family Support Worker, reports directly to the First Nations' Administrator (FNA) for day-to-day operations; has the following overall responsibilities to the Xeni Gwet'in First Nation Government (XGFNG):

- Supports family on and off reserve with Child and Family Services
- Overseas and is responsible for the effective and efficient operation of the XGFNG Family Support Department
- Is responsible for the successful on-going administration of the Family Support Department with leadership and management in maintaining the current (existing) and new clients
- Provides support in strategic planning for the XGFNG Family Support Department

Specific Duties and Responsibilities:

- Administers all the Family Support Programs/Resources for the XGFNG
- Giving support and counsel to children and families in need
- Assessing crucial complaints of family challenges including domestic violence, mental health or drug abuse
- Administrative duties such as files, management, etc.
- Attend court as a representative of the community when CNC cannot attend
- Conduct home inspections & family visits
- Conduct family interview
- Communicate and report to CNC
- Providing the support throughout all the process and walking the clients through it all
- Provides support to family and childcare giver within the guidelines and policies
- Must have an extensive understanding of the availability of resources and help programs that will assist their clients in acquiring the needed services



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- Ensure care, counsel and problem resolution for clients on subjects affiliated with family operations by making use of procedures such as resolution of conflict, active listening and fundamental counseling techniques on a group basis
- Design schedules of services provided through the organization or program and use this to supply referral to other professionals and community service providers as necessary
- Organize and execute educational session in group discussion on subjects relating to family functioning
- Maintain relevant statistics and records and provide them to the FNA
- Give support to parents in their parenting obligations either as a group or individual setting using family-centered and strength-based approach

Education and Experience:

- Chilcotin language and know the values of the nation or seek the resources as needed
- Social Assistance Diploma/or greater, or minimum Grade 12 Highschool Diploma
- 3 to 5 years direct experience
- Thorough knowledge of the MCFDS development family series
- Familiar with Denisiqi and their processes
- Experience working with First Nations
- Experience in conflict resolution & mediation
- Self-care (work life – balance)
- Absolute confidentiality in all aspects of this position
- Maintaining superb recording and reporting records
- An excellent proficiency in communicating efficiently with compassion and empathy particularly with children, as well as adults
- Experience in assisting parents to develop the expertise needed to operate their home

Knowledge:

- Efficiency in initiating a working relationship with families, especially those who may at first appear unapproachable
- Familiarity with the needs of children and child development principles
- Non-discriminating approach to duties
- Strong commitment to assisting families in challenging situations
- Outstanding knowledge of the significance of child development and early years
- Compassionate, persevering and a good listener
- Thorough knowledge of Microsoft computer programs



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- Sound knowledge of the issues facing First Nations
- Knowledge of planning processes

Abilities, Skills and Aptitudes:

- Ability to analyse problems systematically, organize information, identify key factors and underlying causes and generate solutions
- Superior ability to manage First Nation resources including people, material assets and money
- Ability to manage projects and other time-sensitive activities
- Ability to ensure quality service delivery
- Ability to establish and maintain systems
- Ability to adapt to technological change
- Ability to clarify roles and expectations
- Superior ability to communicate both orally and in writing, including proposal writing
- Ability to clearly define and communicate vision and direction to First Nation, community and staff
- Ability to listen and understand and then respond appropriately
- Ability to motivate others, foster teamwork and manage time of self, teams and staff
- Ability and willingness to lead by example
- Ability to accomplish results through others, inside and outside the First Nation and community
- Superior ability to handle conflict using sound judgment
- Ability to accept criticism
- Ability to deal with and accept diversity and adapt to change
- Ability to reflect on difficult situations to improve future performance
- Ability to implement and support the traditional ways of doing business (protocols)

Personal Suitability:

- Drivers License/abstract
- Criminal Record
- Effective interpersonal relationships
- Willingness to learn continuously
- Mindful and being respectful of people's way of life



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Please send a cover letter, copy of your resume and three (3) references to:
Christina Tachtampa | Director, Learning & Organizational Development
Email: christina.tachtampa@xeni-gwetin.ca

You can submit a hard copy of your application to the XGFNG Office.

Only those invited to an interview will be contacted.

Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.