



**Xeni Gwet'in First Nations Government**

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

**Position Title:** Family Support Worker (Full-Time)

**Job Family:** Administration (A3)

**Salary range:** \$20 - \$30 per hour

**Deadline:** Open until Filled

**Reports to:** Family & Children Development Manager

**Overall Responsibilities:**

The Family Support Worker, reports directly to the Family & Children Development Manager 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
- 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
- Sound knowledge of the issues facing First Nations
- Knowledge of planning processes



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**Personal Suitability:**

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

**Apply Now:**

Please send a cover letter and your resume to:

Doreen William | Community Services Director

Email: [doreen.william@xeni-gwetin.ca](mailto:doreen.william@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.**