



**Xeni Gwet'in First Nations Government**  
PO Box 98, 3052 Nemiah Valley Rd  
Nemiah Valley BC, V0L 1X0

**Position Title:** Adult Success Coordinator (formerly Social Administrator)

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

**Deadline:** Open Until Filled

**Overall Responsibilities:**

The Adult Success Coordinator, reports directly to the First Nations' Administrator (FNA) for day-to-day operations and has the following overall responsibilities to the Xeni Gwet'in First Nation Government (XGFNG):

- Effectively and efficiently administrate the Social Assistance Program for Xeni Gwet'in;
- Support with coordinating career development, training, and employee upskilling programming for Xeni Gwet'in community members;

**Specific Duties and Responsibilities:**

- Administer the Social Assistance Program for the Xeni Gwet'in including the National Child Benefit, Family Violence, Adult in Home Care, In Home Care, Special Needs, Wood Contracts and Basic Needs
- Liaison with community to ensure that community members have access to what social support they need
- Support with various employment services including: discovery of career options, resume/cover letter writing, interview prep, work professionalism etc.
- Maintain detailed client records by documenting meetings, charting information and preparing progress notes and reports including confidential correspondence
- Maintain confidentiality regarding client information and records
- Monitor and track monthly budgets and report accordingly
- Collaborate with community services in the assessment and management of individual clients, making referrals to appropriate resources as needed
- Perform other duties and responsibilities as assigned by Manager within the scope of the position



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**Experience/ Skills Required:**

- Grade 12 Highschool Diploma minimum
- Diploma, undergraduate degree, or experience related to office administration, working with adults, employment services, support worker or related field
- Chilcotin language and know the values of the nation or seek the resources as needed
- Experience working with First Nations
- Ability to analyse problems systematically, organize information, identify key factors and underlying causes and generate solutions
- Ability to develop positive relationships with different stakeholders
- Strong oral and written communications skills
- Intermediate to advanced computer skills
- Able to work under minimal supervision in stressful situations and make decisions
- Maintaining superb recording and reporting records

**Personal Suitability:**

- Valid Driver's License/abstract or willingness to get one
- Positive attitude: open to learning, making mistakes, working with a peer network and mentor
- Ability and willingness to learn on the job, through mentorship, and organized training courses
- Mindful and being respectful of people's way of life

**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](mailto: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.**