



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

Family Services Jurisdiction Coordinator-Term

The McLeod Lake Family Services Jurisdiction Coordinator will support the Health Director and Jurisdiction Manager in the development and implementation of McLeod Lake Indian Band's (MLIB) Family Services Jurisdiction. This initiative aims to replace the BC Child, Family, and Community Service Act with a framework that reflects the values and needs of MLIB families.

As a key member of the Family Services Jurisdiction Team, the Coordinator will manage tasks outlined in the Family Services Work Plan, facilitate member engagement across Canada, and contribute to strategic planning, communication, and administrative efforts.

WORK FEATURES AND CONTACTS

The Coordinator works independently but reports to and takes direction from the Health Director and Jurisdiction Manager in the performance of their duties, tasks and activities. Much of this work can be done remotely but will require some travel & in-person meeting requirements, such as visiting communities who have undertaken their own Jurisdiction agreements and off-reserve community consultations. The Coordinator will conduct research to support law development and interacts with a wide variety of stakeholders to support negotiation and planning, including but not limited to:

McLeod Lake band members and employees, Chief and Council, McLeod Lake Family Services working group, BC Ministry of Children and Family Development, Indigenous Services Canada, Other First Nation communities and organisations.

RESPONSIBILITIES

1. Coordination and Leadership

- Chair and coordinate the Family Services Work Group, including agenda preparation, meeting facilitation, and progress tracking.
- Organize and oversee MLIB member engagement meetings, both in-person and virtual.

2. Research and Planning

- Conduct research to inform law development and policy initiatives.
- Prepare and deliver briefing notes, reports, and strategic plans to stakeholders, including leadership and community members.

3. Communication and Engagement

- Maintain regular updates to MLIB members via emails, website posts, and social media.
- Support collaboration with stakeholders such as BC Ministry of Children and Family Development, Indigenous Services Canada, and other First Nations communities.

4. Administrative Support

- Ensure accurate, confidential documentation of engagement and planning activities.
- Provide logistical support for meetings, consultations, and travel.

5. Other Duties

- Perform additional responsibilities as assigned to advance the goals of MLIB Family Services Jurisdiction.

Qualifications

Education and Experience

- Bachelor's Degree or Diploma in Social Work or a related field preferred; equivalent combinations of education and experience will be considered.
- Demonstrated experience in family services administration, child welfare, and/or community engagement.

Skills and Competencies

- Strong organizational, planning, and coordination abilities.
- Exceptional written and verbal communication skills.
- Proven ability to build positive relationships in diverse cultural settings.
- Proficiency in MS Office and other office technologies.
- Knowledge of confidentiality principles and ethical standards.

Assets

- Experience working with Indigenous communities or organizations.
- Understanding of budgets, program administration, and report writing.

Other Requirements

- Valid Driver's License.
- Successful completion of a Criminal Records Check.
- Flexibility to work evenings and weekends as needed.



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Work Location and Travel

The role is based at the MLIB Health Department, with flexibility for remote work. Some travel to off-reserve communities and in-person meetings is required. Transportation to McLeod Lake may be provided from Prince George and Mackenzie.

Salary, Duration and Hours of Work

The McLeod Lake Family Services Jurisdiction Coordinator position is a key role in the development and implementation of McLeod Lake Indian Band's (MLIB) Family Services Jurisdiction, an initiative to create a child and family services framework tailored to the needs of MLIB members.

This is a one-year term position funded through specific program allocations. While the role is currently limited to a one-year contract, there is potential for extension based on the availability of future funding and the evolving needs of the project.

This opportunity is ideal for a motivated individual who is passionate about making a meaningful impact in Indigenous family services and is eager to contribute to the growth and success of this important initiative.

\$28.00 to \$35.00 per hour, based on qualifications and experience. Normal hours of work are Monday-Friday 8:30am-4:00pm

Attention: Human Resources Advisor

Email: hrdept@mliib.ca

Opening date: November 25, 2024

Closing date: Until filled.

We thank all interested applicants. However, only short-listed candidates will be contacted.