



McLeod Lake Indian Band

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

Job Posting: Whes'keghe Child and Family Services Jurisdiction Manager

The McLeod Lake Indian Band (MLIB) is a vibrant and community driven First Nations organization dedicated to improving the health and well-being of our members through culturally relevant, holistic healthcare. We are committed to fostering sustainable health services that reflect our traditions and values while addressing the contemporary health needs of our community.

Position Overview:

Reporting to the Director of Health and Social Services, the Whes'keghe Child and Family Services Jurisdiction Manager will oversee, manage, and support the development and implementation of the Whes'keghe Child and Family Services Act under the Act Respecting First Nations, Inuit, and Métis Children, Youth, and Families (C92). The role includes coordinating the jurisdiction process and ensuring meaningful engagement and communication with MLIB members. **This position is for the duration of the Whes'keghe Development, incumbents will be returned to their previous positions at end of contract.**

Key Responsibilities:

- Provide guidance, mentorship, and support to team members to ensure they perform their duties effectively and meet performance standards.
- Conduct regular performance reviews, set clear goals, provide constructive feedback, and develop improvement plans for employees as needed.
- Identify training needs and organize professional development opportunities to help employees enhance their skills and knowledge.
- Address and mediate conflicts between team members, encouraging open communication to resolve issues in a fair and timely manner.
- Assign tasks and responsibilities to employees according to their skills and capabilities to optimize productivity and efficiency.
- Foster a positive work environment that motivates employees, promotes teamwork, and recognizes individual and team achievements.
- Document and track all project-related activities, engagements, meetings, and community events while maintaining confidentiality.
- Collaborate with the Working Group Team to develop, plan, and execute engagement activities with MLIB citizens in both the community and urban areas.
- Engage with Elders and youth to encourage their participation in the project.
- Co-facilitate community and family engagements as needed.
- Ensure regular Working Group meetings to keep the project on track.
- Provide regular activity reports at Working Group Team meetings and to Chief and Council as requested.
- Prepare and distribute meeting agendas and minutes.
- Organize, schedule, and participate in all jurisdiction meetings, including smaller working groups and committees.
- Prepare notes, reports, and documents for distribution.
- Develop and manage communications tools and products for project-related interactions.
- Create, post, and monitor social media content relevant to the project.
- Travel to communities for events and engagements as required.
- Perform other duties as assigned or required.

Qualifications:

- Certificate in a relevant field (e.g., Administrative Support, Human/Child/Community Services programs) or equivalent experience.
- Valid driver's license.
- Proficiency in computer applications (MS Office, Canva, Zoom, social media).
- Ability to exercise sound judgment in setting priorities and handling confidential and sensitive matters.
- Experience in planning, coordinating, and facilitating community and family engagements.
- Knowledge of MLIB cultural processes, protocols, language, and traditional family systems.
- Familiarity with the Act Respecting First Nations, Inuit, and Métis Children, Youth, and Families (C92), the Child, Family, and Community Services Act, and the United Nations Declaration on the Rights of Indigenous People is an asset.

Additional Assets:

- Familiarity with the health challenges faced by Indigenous populations in remote and rural settings.
- Knowledge of the BC Declaration of the Rights of Indigenous Peoples Act and the Truth and Reconciliation Commission's recommendations as they relate to health.
- Experience in developing culturally safe health programs and policies that integrate Indigenous and Western healthcare practices.

Conditions of Employment:

- Must pass a Criminal Record Check.
- Valid Class 5 BC Driver's License with a clean driving record.
- Up to date with required vaccinations.

Compensation:

- Salary range: **\$75,000 – \$110,000** per year, based on experience and qualifications.
- Comprehensive benefits package, including dental, vision care, and wellness support.
- Full-time position, Monday to Friday, 8:30 a.m. – 4:00 p.m., with occasional travel and extended hours as required.

Submit resumes and a cover letter to:

Attention: Human Resources

Email: hrdept@mllib.ca

Posted: October 10, 2024

Closing date: October 22, 2024.