



Binche Community Support Coordinator

Job Description

A Dakelh World View: Values and Principles for Binche Whut'en Employment

- We respect our Dakelh Worldview and Dakelh values, clan traditions, cultural teachings, family, and community knowledge.
- We govern ourselves, follow Dakelh ways, and have rights to political, economic, social and cultural freedom.
- We respect the voices, concerns, ideas and input of the community.
- We have traditional laws, bylaws, and codes that protect our people, our lands, and the animals on our traditional territories.
- Our governance is transparent, performance-based, and aligns with Dakelh values.
- The principles of fairness, honesty, equity, and sustainability guide our decisions and the protection of our resources.

Skills Required

- Maintain knowledge of industry-specific legislation, best practices, policies, and procedures, including privacy legislation and current human resource legislation and regulations.
- Strong understanding of Child Welfare legislation.
- Good working knowledge of Binche Whut'en
- Work well in a team environment.
- Provide monthly reports or as needed to Jurisdiction coordinator, Band Operations Manager and Binche Community.
- Carry out duties as per direction of Jurisdiction Coordinator and Band Operations Manager.
- Demonstrate an understanding of and ability to integrate First Nations cultural principles and protocols into service delivery.
- Coordinate Jurisdiction engagement sessions with Jurisdiction Coordinator.
- Provide administrative supports for Jurisdiction working group and jurisdiction coordinator.
- Conduct all logistics and administrative preparation for all Binche member engagement meetings working with support from relevant Binche administration staff.
- Maintain accurate and confidential filing system.
- Perform other duties assigned by Jurisdiction coordinator or Band operation Manager.

Key Working Relationships

- Work with Line management and supervisor
- Able to work independently
- Work with other agencies with child protection (MCFD and Nezul Be Hunuyeh)



Skills and Qualifications

- Grade 12 Dogwood diploma.
- Drivers Licence class 5.
- Well organized, planning and logistics coordination skills for members engagements and jurisdiction meetings with government and First Nation representatives is essential.
- Good communication skills, verbally, oral, and written.
- Ability to maintain and use computer database systems including Excel, word and power point.
- Able to take meeting minutes with working group and Jurisdiction Coordinator.
- Problem solving skills an asset.
- Able to read and create budgets as needed for the working group and Jurisdiction Coordinator.
- Time management able to keep schedule.
- Punctuality a must

Hours of Work

- 35 hour work week, must be flexible to work evenings and weekends

Remuneration

- Wage based on skills and education
- Benefits

Deadline: Feb 10th 2023.

Send Resumes to: manager@binche.ca