



# Bonaparte First Nation

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## CAREER OPPORTUNITY CULTURAL ENRICHMENT COORDINATOR

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*We are looking for an individual that shares our community values and supports our vision for a healthy and safe community for our people.*

<b>Position:</b>	Cultural Enrichment Coordinator/Worker – One positions available
<b>Department:</b>	Social Development – Bonaparte Prevention Services
<b>Reports to:</b>	Chief Executive Officer and Social Development Manager
<b>Term:</b>	Permanent Full Time
<b>Start Date:</b>	As soon as a suitable candidate are found
<b>Remuneration:</b>	Salary will commensurate with Qualifications and Experience

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### **About Bonaparte First Nation**

Bonaparte First Nation (BFN), is a member band of the Shuswap Nation Tribal Council of the Secwepemc (Shuswap) people. The Nation is located west of Cache Creek on about 1,878 hectares of land. The Nation is separated into nine (9) sections and has a membership of about 970.

The Nation's main community is on the Bonaparte Indian Reserve No. 3 comprising 704 hectares, with 72 homes on-reserve, home for approximately 250 of our community members.

### **About Bonaparte Prevention Services**

#### **Primary objectives:**

- Connect children and youth in ministry, group, or foster care with culture, community, and family.
- Increase accessibility of healthy cultural and family activities in the community.
- Increase cultural accessibility and awareness for the children of BFN.
- Increase life skills for children and youth through programs, teachings, and community and family activities.

#### **Key priorities:**

- Assess and direct individual and group family support.
- Cultural and traditional practices enrichment.
- Coordinate and plan family and community wellness activities.
- Asses, direct, and provide individual group child and youth support services.

#### **Outcome objectives:**

- Children and youth who are healthy and happy
  - Families feel supported and have access to the knowledge and resources they need to assist them and their children with reaching their full potential
  - Children and youth experience healthy family and community connections
  - Children, youth, and their families have an enhanced sense of cultural belonging and connectedness.
  - Children, youth, and their families are socially engaged and connected to the BFN community.
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### Cultural Enrichment Coordinator/Worker

#### **Job Summary**

The Cultural Enrichment Coordinator is in the Social Development Department primarily working with Bonaparte Prevention Services. This is a full-time position with a primary focus on cultural support and enrichment of the children, youth, and families in our community. By supporting and educating our children, youth, and their families, this position will enhance and preserve the Secwépemc culture and its traditional knowledge and practices for the Bonaparte First Nation (BFN) and provide children and youth with positive cultural relationships and identities.

To fulfill this objective, the successful candidate will evaluate, plan, and coordinate activities to promote the Bonaparte history of the St'uxwtews people by building collaborative relationships with Elders, knowledge keepers, community members, and community service providers. They will then connect children, youth, and their families with opportunities to learn their respective cultural practices and to be engaged in cultural and familial activities. In addition to these activities, they will also promote wellness by utilizing existing teaching materials and models that are available, creating an environment that can adapt to the needs of the community, be it through home study or organized classes.

The Cultural Enrichment Coordinator/Worker position is also a physically demanding position with duties that involve preparing outdoor recreation and culturally significant community areas for the delivery of programs and services to community members. These activities include preparing and enhancing the Loon Lake area for family and community camping and retreats; keeping the facilities clean and in good repair, maintaining washrooms and sanitation areas, building small structures, clearing debris etc.

#### **Responsibilities**

- Works collaboratively with the CEO, management, Elders, knowledge keepers, community members, and community service providers to create and deliver culturally appropriate programs and activities, as well as workshops, classes, and home-study opportunities.
- Ensures cultural support services are delivered in accordance with BFN philosophies, policies, procedures, guidelines and protocols as well provincial legislation, regulations, and standards.
- Ensures that children, youth, and their families receive relevant cultural support services for the development of positive cultural identity.
- Instructs management and staff regarding aspects of Secwépemc culture, knowledge, and understanding in the formation and development of effective relationships with children, families, and the community.
- Acts as a resource and provides resources to ensure that cultural knowledge and practices are maintained for the community.
- Plans, organizes, and coordinates cultural, traditional, and community activities, workshops, teachings, ceremonies, healing practices and programs for families, caregivers, and staff-persons.
- Coordinates and obtains necessary supplies, equipment, and materials to facilitate in execution of said activities.



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- Create, maintain, and distribute calendar of activities and events that is distributed to throughout the community by posting on BFN website, social media sites, through flyer distribution, mailouts, newsletters, handouts, emails etc...
- Consult with social workers when necessary to provide information for children, youth, and families about cultural activities and events held both internally and externally.
- Attends and participates in staff meetings, seminars, and training sessions as required.
- Engages in effective and timely communication with management and other staff to ensure adequate coordination of activities.
- Ensures that children, youth, and families are aware of cultural resources available to maintain their cultural identities and practices.
- Comfortable with completing reports and complete monthly submissions to the to the St'uxwtews Newsletter.
- Keen to learn and work with the Natural Resources Department -Archaeology.
- Confident preparing a strategic monthly work plan.
- Prepare and maintain outdoor areas within Bonaparte First Nation for the delivery of Cultural Enrichment programming including:
  - removing stumps and raking, shovelling and removing all debris from those areas.
  - Cleaning in and around the lake areas, removing old trees etc. pulling them out and moving them to areas further away from the camping areas.
  - Assisting in keeping the cabins clean, washrooms and sanitation areas.
  - Use of power saws and other small machinery will also be needed to continuously stock up on firewood for firepits.
  - Build small structures to support areas for storage etc.
  - Assist with any structures that will be going in to enhance the families experience in the area such as the playground area, docks, cooking, and seating areas.
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### Required Qualifications

- Grade 12 or equivalent, with a minimum of 3 years related experience in the management of services for children and their families or a comparable human service program. A combination of skills, education and life learning experiences may be considered. Degree or diploma in Social work and/or Aboriginal Studies an asset but not required.
- Knowledge of Secwepemc/Bonaparte culture, traditions, and history.
- Proficient in program planning, coordination, facilitation and development of programs and activities.
- Knowledge of general office equipment and computer systems.
- Individual of Secwepemc ancestry with firm understanding, practice, and sharing of Secwepemc history, culture, traditions, ceremonies, principles, and values, is preferred.
- Knowledge of *Children, Family and Community Service Act and Regulations*, particularly as it relates to care plans and cultural preservation.
- General knowledge of *Child Protection Standards in BC*.



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- Strong commitment to assist Secwepemc and other aboriginal children and families and First Nations communities by providing services in ways that respect Secwepemc cultural and spiritual practices.

### **Required Skills and Competencies**

- Ability to work with persons of all ages and abilities, recognizing and respecting cultural diversity with understanding of diverse Aboriginal cultures and traditions.
- Effective communicator, both oral and written.
- Can take initiative to identify new challenges and opportunities.
- Able to work independently or in a team setting.
- Effective at maintaining interpersonal relationships.
- Knowledge of cultural issues and the ability to apply this knowledge to children, youth, and families.
- Working knowledge of various community agencies and resources available to Aboriginal children, youth, and families.
- Excellent planning, organization, interpersonal and liaison skills.
- Ability to maintain confidentiality.
- Strong critical thinking skills
- Delivers and follows through on commitments.
- Continuously acquires and applies knowledge, skills, and abilities.

### **Working Conditions**

- Able to work flexible hours, including some evenings and weekends.
- Travel in this position is required.

### **Conditions of Employment**

- Must be able to provide a clear CPIC, and Vulnerable Persons check Criminal Records Review Application prior to employment and submit such checks as required by Human Resource Policy
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance.
- Must sign an Oath of Confidentiality.

### **How to Apply**

**Closing Date and Time: June 25, 2021 4:00 p.m.**

Please provide cover letter and resume via email to:

Patti LeFrancois, HR Coordinator at [Payroll2@bonaparte.band](mailto:Payroll2@bonaparte.band).

Supplementary information such as certifications, licenses, proof of driver's abstract etc... may be requested should you be selected for an interview.