



# Bonaparte First Nation

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## REQUEST FOR PROPOSAL CULTURAL ENRICHMENT PROGRAM CONTRACT MANAGER

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

**Contract Title** Cultural Enrichment Program Contract Manager  
**Department:** Social Development – Bonaparte Prevention Services  
**Term:** Upon reaching a satisfactory agreement with the successful proponent,  
Expected start date, on or before July 19, 2021

**Closing Date for Proposals: Tuesday, July 13, 2021 4:00 p.m.**

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### Request for Proposal

Bonaparte First Nation has received funding to deliver a prevention project that is directed to children and families and will promote wellness and healing. Activities the Cultural Enrichment Program are to include:

- a) Directing Individual and group support;
- b) Early Intervention family support when child protection concerns arise within a family;
- c) Poverty Reduction Initiative;
- d) Cultural Enrichment;
- e) Traditional Decision Making when child protection concerns arise within a family;
- f) Family Wellness Activities;
- g) Support in accessing kinship care where possible and if needed;
- h) Community connections and belonging activities for family and children;
- i) Supporting SCFSA in preventing children and youth from entering foster care.

### About Bonaparte Prevention Services

#### **Primary objectives:**

- Oversee, instruct, and guide Cultural Enrichment Coordinators as they fulfill their efforts to connect children and youth in ministry, group, or foster care with culture, community, and family.
- Facilitate healthy cultural and family activities, cultural accessibility, and awareness for the children of BFN.
- Oversee Coordinators as they implement programs, teachings, and community and family activities.



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### Key priorities:

- Program facilitation and Worker/Coordinator supervision.
- Individual and group family support.
- Cultural and traditional practices enrichment.
- Assess, 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 Program Contract Manager

#### Contract Summary

The Cultural Enrichment Program Contract Manager will be required to work closely with the BFN Social Development Department primarily working with Bonaparte Prevention Services. This is a full-time, term, contract position overseeing the Cultural Enrichment Coordinators who's primary focus is to be 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.

The proponent will work with the Worker/Coordinators, review their work, provide feedback and guidance, and provide them with insight as they coordinate activities to promote the Bonaparte history of the St'uxwtews people. Your role is to facilitate the building of collaborative relationships with Elders, knowledge keepers, community members, and community service providers. The Cultural Enrichment Program creates connections with children, youth, and their families by supporting opportunities to learn their respective cultural practices and to helping them be engaged in cultural and familial activities.

The Cultural Enrichment Program Supervisor acts as the reporting agent between the Cultural



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Enrichment Coordinators and the Social Development Manager. They provide program summaries and initiatives, relay feedback from staff and community members, and communicate, implement, and enforce management directives to the staff.

The Cultural Enrichment Program Contract Manager is responsible for the day-to-day supervision and operation of the Cultural Enrichment Program. The Manager must oversee the department budget as provided by the Social Development Manager, develop program and individual workplans, preparing funding reports, and prepare program reports for Chief, Council, and senior management. The Cultural Enrichment Program Supervisor may also be required to participate in Management Team Meetings from time to time.

They must communicate and advocate for the cultural needs of the community as relayed to them by the coordinators and community members, and help obtain the resources and services required to meet these needs. They must be culturally competent in the knowledge of Secwepemc territory, peoples, and their cultural traditions, including knowledge of cultural issues. They must have a proven ability to teach and share traditional cultural teachings with their staff and the community, specifically with children, youth and families.

### Responsibilities

- Works collaboratively with the CEO, Social Development Manager, other departments and Managers, management, Elders, knowledge keepers, community members, and community service providers to facilitate the delivery of culturally appropriate programs and activities, as well as workshops, classes, and home-study opportunities for the community.
- Ensures cultural support services are delivered in accordance with BFN philosophies, policies, procedures, guidelines and protocols as well provincial legislation, regulations, and standards.
- 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.
- Ability to speak Secwépemc Language (or be willing to learn)
- Maintain up-to-date filing and reporting systems.
- Provide monthly, quarterly, annual and intermittent program reports to the Social Development Manager for the Chief and Council and CEO of BFN.
- Manage schedules and communicate needs for any additional staff/coordinators that may be needed, to the Social Development Manager.



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- Act as a resource and provide resources to ensure that cultural knowledge and practices are maintained for the community.
- Oversee and guide the coordinators as they plan, organize, and coordinate cultural, traditional, and community activities, workshops, teachings, ceremonies, healing practices and programs for families, caregivers, and staff-persons.
- Facilitate obtaining necessary supplies, equipment, and materials to execute said activities.
- Attend and participate in staff meetings, seminars, and training sessions as required.
- Engage 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.
- Confident preparing a strategic monthly work plan.
- Plan, deliver and facilitate group education and information sessions to community members, families, and outside agencies

### Required Qualifications

- Minimum two (2) years experience managing funded programs in a First Nation Organization
- Minimum two (2) years experience supervising subordinate staff
- 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.



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- 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*.
- 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.
- Ability to plan, deliver and facilitate group education and information sessions to community members, families, and outside agencies
- 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 may be required.
- Work is indoors and outdoors, all weather conditions
- May require physical labour



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### Conditions of the Contract

- 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
- Must agree to abide by relevant Bonaparte First Nation Human Resource Policies
- May be required to obtain WorkSAFE BC POP Coverage or agree to pay WCB premiums as assessed as an independent contractor without coverage for BFN.

**Please submit proposals following the guidelines provided on the following page:**

**Closing Date and Time: Tuesday, July 13, 2021 4:00 p.m.**

Submit Proposals to:

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



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### Cultural Enrichment Contract Manager – Proposal Guidelines

1. Please provide your name, and business name (if applicable)
2. Please provide your mailing address, including postal code
3. Please provide your email address and the best phone number to reach you at
4. Please provide a summary of how you meet the required qualifications, skills, and competencies required for delivery of the contract services.
5. Please provide a summary of how you would approach managing the delivery of the Cultural Enrichment Program Objectives.
6. Please provide your thoughts/ideas/vision for activities in the Cultural Enrichment
7. Program that supports the following:

#### Key priorities:

- Program facilitation and Worker/Coordinator supervision.
- Individual and group family support.
- Cultural and traditional practices enrichment.
- 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.
8. Please provide your proposed hours/days per week of availability to devote to the project contract work.
  9. Please provide your proposed weekly/bi-weekly contract fee for delivery of the contract services.

**Please submit by Tuesday, July 13, 2021 4:00 p.m.**

**Submit Proposals to: Patti LeFrancois, HR Advisor at [Payroll2@bonaparte.band](mailto:Payroll2@bonaparte.band)**