

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## EMPLOYMENT OPPORTUNITY

### Stsmemelt Community Coordinator

**Position:** Stsmemelt Community Coordinator  
**Reports to:** Social Development Manager  
**Term:** Term Contract October to March 31 2022 (35 hrs week)  
**Start Date:** As soon as a suitable candidate is found  
**Remuneration:** Salary will commensurate with Qualifications and Experience

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#### Position Purpose:

Bonaparte First Nation is looking for a highly motivated and qualified person to work as the Stsmémelt Community Coordinator on a term position. Employment term is dependent on availability of government funds. This position will be responsible for supporting the implementation of the Secwépemc Nation Memorandum of Understanding (MOU), a tripartite agreement with Canada and British Columbia (BC) for the development, recognition and implementation of inherent Secwépemc Nation jurisdiction for children and families to replace BC's *Child, Family & Community Service Act*.

#### Responsibilities

- Represents Bonaparte First Nation and participates in strategic planning at Stsmemelt Technical Working Group (STWG) meetings to ensure community interests are integrated in Stsmemelt implementation and Secwepmc Nation leadership decision-making;
- Supports the Secwepmc Nation MOU & Work Plan implementation at the community level;
- Conducts community working group meetings and community-at-large engagement meetings to ensure community drive process, approach, and approval;
- Supports/conducts community-based research to identify capacity development, healing & prevention services;
- Supports/conducts community-based research, literature review & engagements to identify traditional Secwepemc governance, laws, principles & values for codification of Secwepemc Nation jurisdiction for children and families;
- Planning, including the strategic planning for transition toward and transfer of child and family services jurisdiction;
- Legislation development, including hiring professionals to assist in legislation development;
- Provides monthly update reports to the Bonaparte First Nation leadership, community members, community working group & Bonaparte First Nation Director, presents report monthly at the STWG meeting;
- Maintains accurate & confidential file documentation;

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- Performs other duties as assigned by leadership & supervisor that supports MOU implementation objectives and Bonaparte First Nation capacity, service's needs & priorities.

## **Knowledge Skills and Abilities:**

- Bachelor of Social Work (BSW) or equivalent
- Background in social services and/or child welfare is an asset
- A combination of experience and training will be taken into consideration
- Good organizational, time management and prioritizing skills
- Strong communication, both oral and written
- Strong interpersonal and conflict resolution skills
- Ability to work effectively within a multidisciplinary team and independently
- Strong administrative, communications, & logistics skills
- Proficient using MS Office software including Word, Excel, and Outlook
- Ability to deal with stressful situations and remain calm during conflict
- Community engagement & facilitation skills is required
- Knowledge of traditional Secwépemc governance, laws & culture
- Must have a valid Class 5 B.C. Driver's license, reliable vehicle and submit a driver's abstract
- Criminal Record Check for Children and Vulnerable Adults

The successful candidate will enjoy a competitive salary and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

**CLOSING DATE: Wednesday September 29, 2021 No later than 4:00 pm. TO APPLY: Submit resume to: c/o: Human Resources St'uxwtéws|Bonaparte First Nation, 2689A Sage Hill Road, Cache Creek, BC V0K 1H0, OR FAX: 250-457-9550 / EMAIL: payroll2@bonaparte.band**