



# Stswecem'c Xgat'tem First Nation

## Job Opportunity

## Family Services Coordinator

The Family Services Coordinator is responsible for working with families, youth and children. The Family Services Coordinator will report to the Senior Manager of Health and Social Development and will work as part of a team to provide integrated support services for SXFN families, with a focus on promoting the safety and well-being of children through the strengthening of SXFN families and our communities. The Family Services Coordinator will offer culturally based programming and activities with an emphasis on prevention, education and family and parental supports.

### Duties and Responsibilities

1. Collaborates with the health and social development team to develop new parenting tools for families to cope with parenting challenges
2. Supports the goal of increasing a sense of belonging through cultural awareness and activities
3. Assists families with information regarding housing and community resources
4. Provides families with information regarding budgeting, shopping, household and time management skills
5. Provides referrals for appropriate programs and services for in-home supports and crisis counseling
6. Liaising and advocating with service providers with a commitment to the principle of family-centred care
7. Assists families in connecting with ongoing programs and resources and community events which support positive family interaction and growth
8. Maintains accurate and confidential files; documents the families' progress in attaining goals; ensures all required forms are set up in files (electronic and hard copy) and are up to date
9. Supports families at court hearings and/or family group conferences if required
10. Prepares and coordinates regular activity reports and statistics of program activities and family participation to appropriate agencies
11. Attends community and staff meetings and events as requested by supervisor
12. Other duties as assigned or required by supervisor

### Qualifications

#### Education:

- Certificate or Diploma in Human Services and/or equivalent education and training
- 2 to 4 years related experience

#### Training:

- Training will be provided to support the development and technical skills required for this position.

#### Experience:

- At least two to three year administrative or coordination experience.

#### Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must have a valid Class 5 BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Please send cover letter & resume to:

[hr@sxfn.ca](mailto:hr@sxfn.ca)

Subject line: Family Services Coordinator

Deadline: Until position is filled