



Splatshin Posting Program Assistant

Company Background

The Splatshin are the most southern tribe of the Shuswap Nation, the largest Interior Salish-speaking First Nation in Canada, whose aboriginal territory stretches from the BC/Alberta border near the Yellowhead Pass to the plateau west of the Fraser River, southeast to the Arrow Lakes and the upper reaches of the Columbia River.

Position Purpose

The purpose of this position is to aid the Social Work/Family support team to carry out a broad range of social services, with family preservation being at the forefront. Under the guidance of the Practice Lead the program Assistant will provide a range of administrative and community resource duties that may include:

Assisting team members and clients to access external resources, provide transportation, scheduling and confirming client appointments, data entry, collecting information, arranging meetings, typing agendas, taking and transcribing minutes.

JOB DUTIES AND RESPONSIBILITIES

- Administrative support to the Stsmamlt Services Social Work/Family Support Team
- Provided supervision during child and family visitations
- Completion of special projects as assigned
- Assisting team members and clients to access external resources
- Scheduling and confirming client appointments
- Collecting information on behalf of the Social Worker
- Providing Client transportation as needed

QUALIFICATIONS

- Completion of a recognized College diploma/ Post secondary Education.
- Previous office administration Experience or an equivalent combination of education, training and experience.
- Sensitivity to the historical and systemic impacts on indigenous families and communities from intergenerational trauma due to colonialism, residential school history the sixties scoop and association with the child welfare system.
- Demonstrates a proactive approach to problem solving with excellent decision-making ability.
- Ability to work independently and collaboratively under minimal supervision
- Valid driver's license and clear driver's abstract
- Criminal record check and vulnerable sector check
- Discretion & respect for confidentiality

CLASSIFICATION/PAY SCALE

Commensurate with experience

If you are a reliable team player who enjoys a dynamic work environment, competitive salary and benefit package and an opportunity to share your skills and talents, we would like to hear from you. Please e-mail your resume and cover letter to:

Annette Christian
Human Resources Coordinator
Splatsin
Email: humanresources@splatsin.ca

**Pursuant to section 16 of the Canadian Human Rights Act, preference may be given to applicants of
aboriginal ancestry.**