



## **POSITION TITLE: Final Settlement Agreement (FSA) Resource Navigator**

**TERM: Full-time, Temporary (2-year term)**

**SUPERVISOR: Executive Director**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



### **Job Summary**

The Final Settlement Agreement (FSA) Resource Navigator will be the point of contact internally and externally regarding any requests or information directly related to the FSA. In addition, the Navigator will support all member communities and clients in navigating the FSA compensation process while ensuring they have the most up-to-date information and resources.

The Navigator will participate in any internal or external working groups, engagements, or meetings related to the FSA. This navigator role is a specialized position requiring an in-depth understanding of the Human Rights Tribunal orders and the FSA.

### **Qualifications**

#### **Education and Experience**

- Bachelor's Degree in Social Work, Education, Health, Indigenous Studies OR relevant discipline and 5 years of related experience;
- Experience working in the areas of social services for Indigenous communities;
- Experience managing stakeholder relationships and leading consultations and engagement sessions or meetings;
- Experience in reviewing and analyzing complex indigenous social issues, assessing options, and developing resolution strategies.

#### **Main Office:**

153 Kootenay Way, Kamloops, BC V2H 0E6  
Ph: 250-314-9669 Fax: 250-314-9609

#### **Youth Office:**

348 A Tranquille Rd., Kamloops, BC V2B 3G6  
Ph: 250-314-9669 Fax: 250-314-9609



## **Skills and Abilities**

- Proven group facilitation, negotiation, and conflict resolution skills;
- Strong understanding of the Canadian Human Rights Tribunal and the class action Final Settlement Agreement;
- Strong relationship building and community collaboration in the areas of health, education, and social services;
- Working knowledge of the community and available resources, both locally and provincially;
- Ability to work with a variety of stakeholders and build relationships with First Nations families and communities;
- Manage one's own workload effectively, efficiently, and independently, achieving results within acceptable time frames;
- Superior oral, written, interpersonal and communication skills;
- Must have strong administrative and organizational skills;
- Ability to manage, plan, and implement projects, establish project boundaries, and evaluate project success
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms;
- Excellent research and reporting skills;
- Recognizes and respects all cultural diversity and has knowledge of Secwepemc Culture.

## **Working Conditions**

- Travel to multiple locations will be required;
- Potential for violence in the workplace;
- May be required to work some non-standard hours;
- Receives regular supervision with direction and checks of the work performed.

## **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License;
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

## **Directly Supervises**

- None

## **Pay Grade**

- Starting wage is \$37.0863

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An eligibility list may be created.

## SUBMIT COVER LETTER and RESUME

**HR Department**

[hr@secwepemcfamilies.org](mailto:hr@secwepemcfamilies.org)

Posted until Thursday, June 1, 2023 at 12pm.

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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