



POSITION TITLE: ARC Administrative Coordinator

TERM: Full Time, Temp (48 Month Contract)

SUPERVISOR: Integrated Support Team Leader

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 Administrative Coordinator is responsible for coordinating payments to parents/guardians and service providers on behalf of Indigenous Services Canada (ISC); liaising with Indigenous requestors and ensuring accuracy in funding processes, data collection and reporting. The Administrator will also provide support on an as needed basis to the Jordan's Principle Service Coordinator and liaise with Indigenous Services Canada representatives in the course of implementing the Enhanced Service Coordination model and ARC Fund Initiative in BC Region.

Qualifications

Education and Experience

- High School diploma or equivalent.
- One to two years' experience in office administration with finances is preferred.
- Experience and knowledge of local First Nations communities and their needs is an asset.

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

- Work effectively with First Nations, Inuit, and Métis communities;
- Develop strong relationships with diverse stakeholders and partners including Federal and Provincial Government Partners, and First Nations health, education and social sector service providers and organizations.
- Work in a fast-paced environment with multiple priorities, with accuracy and professionalism.
- Maintain accurate databases and prepare reports and supporting documentation to support financial processes and funding reconciliation using programs and software such as Microsoft Excel and other database systems.
- Understanding of accounting practices and office procedures/equipment;
- Demonstrates a strong understanding of and respect for cultural diversity, particularly Indigenous culture.

Working Conditions

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

Conditions of Employment

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- Receives regular supervision with direction and checks of the work performed.
- Potential for violence in the workplace.

Directly Supervises

- None.

Pay Grade

Starting wage is \$28.9134

An eligibility list may be created.

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SUBMIT COVER LETTER and RESUME

Human Resources Department

By December 1, 2023 at 12:00 pm.

hr@secwepemcfamilies.org

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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