



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### INDIAN DAY SCHOOL COORDINATOR (Term position 9 months)

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

On January 20, 2019 the application process began for the Federal Indian School Settlements. In accordance with established community-identified priorities this time limited position will specifically support the communities with Federal Indian Day School Survivors and the class action suit.

Furthermore, the Okanagan Nation Alliance is seeking an Indian Day School Coordinator that will work from a Syilx cultural perspective to develop and implement specific and holistic support for our Indian Day school survivors, to support their applications, to support their access to their health and social support services. The position holder will ensure the identified needs of Indian Day School survivors and respective communities, and deliverables are met, developed, implemented, evaluated and refined. The Indian Day School Coordinator will focus on those Indian Day school survivors who are typically harder to engage and provide such support services which may include one-on-one support, advocacy, outreach and the connection to community supports.

The job holder will ensure that all program deliverables are met on schedule as per the work plan, will prepare reports, ensure quality assurance standards are implemented, and will provide education and support to member communities regarding Survivors' Wellness Issues.

#### **Key Responsibilities:**

##### ***Program Development and Delivery***

1. Meet with key community contacts to assess their unique needs and challenges in identifying Indian Day School survivors
2. Plan, coordinate, collaborate and oversee the development and implementation of appropriate survivor's programs in the communities in an integrated manner
3. Develop and implement program work plans (including communication plan) to ensure that the Indian Day School program stays on schedule and that all tasks and contract deliverables are completed.

4. Work with survivors and their caregivers/families to promote evidence-informed short-term, medium-term and long strategies for holistic wellness, including traditional wellness.
5. Involve and provide liaison support to the Syilx IRS committee as assigned by the Wellness Manager.
6. Collaborate with the Wellness team members to leverage resources and to make/receive appropriate referrals to services and programs.
7. Ensure that the Wellness Department Manual is implemented and data recorded and compiled as required for the program.
8. Maintain and share an awareness of community resources, including traditional wellness activities and ceremonies, health/wellness services, social and recreational supports and programs offered by other agencies.
9. Assess and determine the opportunity for enriching current Nation based resources and curriculum development regarding Indian Day school survivors.

### ***Technical Support and Capacity Building***

1. In consultation with the Wellness team, traditional healers and communities, plan and provide for capacity building within member communities, (e.g. workshops, training, mentoring staff etc.).
2. Support collaboration between relevant partners such as Interior Health, FNHA and community resources.
3. Provide recommendations to the ONA regarding long term strategies to address survivors' issues in our communities.
4. Promote community awareness and understanding of ONA's mandate regarding the wellness of our elders.

### ***Administration***

1. Implement and ensure assigned budget is expensed in an efficient manner as allocated to meet contract deliverables;
2. Collaborate on the development of funding proposals and grant applications as delegated.
3. Ensure all monthly, quarterly and annual reports are completed in a timely manner; provide reports and communication to community as required.
4. Manage files and the records system for the program.
5. Participate in program evaluation.
6. Assist in the development and implementation of appropriate proposals;
7. Actively participate in Wellness Team and other ONA meetings;
8. Assist in planning and actively participate in ONA events;
9. Other duties as appropriate and required for this position.

### **Preferred Qualifications**

Bachelor degree in fields, such as but not limited to, Social Work, Education, Indigenous Studies or Law, plus three years' relevant experience. Or equivalent education, training, community development work experience

### **Knowledge, Skills and Abilities**

1. Demonstrated experience and knowledge working with Indigenous communities.
2. Knowledge of Indian Residential school legal proceedings and claim processes associated with Indian Day School Claims
3. Knowledge of, and ability to apply, an understanding of Syilx cultural principles and protocols and ability to effectively engage elders in a respectful and culturally relevant and safe manner.
4. Ability to speak *nsyilxcən* or willingness to learn is preferred.
5. Knowledge of Syilx history, culture, demographics, goals and aspirations and the traditional needs of Elders; knowledge of Elder activities relevant to our elders.
6. Demonstrated ability to communicate effectively with elders, families, community members, community-based staff and partners.
7. Demonstrated ability to organize work, set objectives and establish priorities; manage time and resources and have ability to prioritize in order to efficiently deal with the workload expected of the position.
8. Ability to foster teamwork and a commitment to excellence in the provision of elders' services.
9. Excellent computer (Microsoft suite), presentation, community engagement and organizational skills.
10. Indigenous Ancestry preferred.
11. A reliable vehicle and a valid BC Driver's License and driver's abstract required.
12. Flexible work hours/willingness to work on evenings and weekends.
13. Current criminal record check (vulnerable sector) with the RCMP.

**Term:** Up to 37.5 hours a week with flexible work hours for e.g. some evenings and weekends.

**Start date:** Expected start date is as soon as possible.

**Application Procedure:** Resumés and Covering letters must be submitted to:

**Human Resources**  
**Okanagan Nation Alliance**  
**#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7**  
**Email: WellnessHR@syilx.org Fax: (250) 707-0166**  
**COMPETITION OPEN UNTIL FILLED**  
**\*Only those shortlisted will be contacted.**