



Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7

Phone (250) 707-0095 Fax (250)707-0166

www.svilx.org

EMPLOYMENT OPPORTUNITY

Family Decision Making Coordinator 1- Permanent, Full-Time

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation, which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation.

The ONA is currently interested in employing an FDM Coordinator to support the development, implementation and maintenance of the Family Decision Making Program. The Coordinator will be responsible to assist with the organization, development and implementation of the Family Decision Making (FDM) project, processes and services, ensuring the Syilx worldview, in order to uphold the Wellness Committee mandate, as it relates to wellness services.

Scope of Position:

This position will work with the Wellness Team as well as Okanagan Nation communities, committees, external governments, First Nations and other partners. This role is accountable to the Family Decision Making Lead and ensures effective case management with families, stakeholders and community partners.

Key Duties and Responsibilities:

1. Conduct and implement the FDM within the communities.
2. Implement and maintain appropriate data collection and file management.
3. Meet with the communities and develop a working relationship in regards to the implementation of this program in their community.
4. Work with the ONA Wellness Committee to develop the training needs regarding FDM implementation in their community.
5. Connect with various community resource people and explore the role they will have within the FDM process.
6. Ensure integration with other programs and services.
7. Other duties as discussed and agreed upon.

Qualifications and Experience:

- Diploma or certificate in human services or related discipline or an equivalent combination of education, training and experience.
- Minimum of (1) one year recent related experience.
- Knowledge and experience of Okanagan Nation band communities' essential with child welfare experience.
- Must have knowledge of court processes

- Proven experience in community development and capacity building.
- Strong skills in creating and maintaining partnerships within the Nation, and with government, industry or agencies regarding wellness.
- Ability to create reports.
- Excellent mediation and conflict resolution skills.
- Demonstrated organizational, time management and presentation skills.
- Ability to use Microsoft Office, project management and budgeting software tools.
- Must have excellent interpersonal, communication and technical writing skills..
- Availability of a reliable vehicle and a valid BC Drivers' License.
- Ability to work flexible work hours/willingness to work on evenings and weekend.
- Current criminal record (vulnerable sector) check with the RCMP.
- Indigenous Ancestry preferred.

Hours of work: 37.5 hours per week.

Application Procedures: Please send a current resume and covering letter to:

Leann Miller, Wellness Program Assistant
Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Email: WellnessHR@syilx.org Fax: (250) 707-0166
COMPETITION OPEN UNTIL FILLED

Thank you for your interest. No Phone Calls Please only those short-listed will be contacted