



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

Position Title: Income Assistance Engagement Consultant
Department: Community Services
Supervisor: Community Services Manager
Terms: Term Contract – Ending April 30, 2019
Job Reference #: 2019-CSFNE

PURPOSE OF POSITION:

Reporting to the Community Services Manager, the Income Assistance Project Consultant(s) are responsible to develop, and coordinate activities aimed at engaging Income Assistance recipients as well as Band Social Development Workers, and other relevant stakeholders identified in Indigenous led engagement. The successful contractor must possess comprehensive knowledge, skills, and abilities related to facilitation, analytical techniques, data collection, and research and presentation of results.

DUTIES AND RESPONSIBILITIES:

- Develop, implement, and coordinate activities aimed at engaging Income Assistance recipients as well as Band Social Development Workers, and other relevant stakeholders identified,
- Facilitate meetings and stimulate dialogue with participants from at least 6 communities to gain insight into opportunities for change in the Income Assistance program,
- Develop engagement methods to understand up-to-date information about the Indigenous Services Income Assistance on-reserve program in British Columbia,
- Work with Community Services and Indigenous Services team members to guide the project,
- Develop, plan and deliver the overall project and its activities in accordance with the work plan,
- Organize and prioritize project activities taking into consideration conflicting and changing priorities and resources,
- Provide on-going consultation/support to complex or unique situations that arise with the implementation of project activities and work closely with identified Interior communities to ensure their involvement,
- Maintain engagement information within confidentiality/privacy of the organization,
- Data analysis of engagement information, looking for trends in data, attention to programs and locations for the purposes of the final report to ISC and TteS,
- Perform all duties and responsibilities in accordance with the TteS policies, standards, and procedures,
- Other related duties as necessary

POSITION QUALIFICATIONS:

- Minimum of bachelor's degree, with a preference given to those with at least 2 years research experience,
- MUST have a valid Class 5 BC Driver's license, and own reliable transportation,
- MUST pass a Criminal Record check,
- High proficiency with Microsoft Office programs

SKILLS AND ABILITIES:

- The successful candidate must have comprehensive knowledge of the ISC Income Assistance Program on-reserve, provisions, and implementation,
- Excellent verbal and written communication skills including impartiality and objectivity, with a demonstrated ability to compose clear and concise verbal and written reports,
- The demonstrated ability to interpret policies, laws and regulations; to effectively and independently manage multiple assignments and meet multiple deadlines,
- Strong organizational and planning skills,
- Strong problem-solving techniques,
- Ability to take initiative,
- Strong tact and diplomacy,
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills,
- Ability to work in multi-cultural settings

Hours of Work: Normal day shifts – 7 hours per day. Non – normal shift may be required

Pay Grade: As per current TteS salary grid

Tk'emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

**Deadline is Thursday, March 21, 2019
to be received no later than 2:00 PM**

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at resume@kib.ca, Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way
Office Hours are Monday to Friday, 8:00 AM to 4:00 PM
Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.