

# Aboriginal Skills Employment & Training Strategy Job Bulletin - Monday, March 16, 2020

**ASETS - Merritt, BC – Phone 250-378-0126**

Merritt ASETS is open 8:30 am—4:30 pm MONDAY—THURSDAY (CLOSED 12—1 pm for lunch)



**Wal Mart, Merritt BC** is seeking cashiers and fulfillment associates. Apply via [INDEED.COM](https://indeed.com), or on the Walmart website.

**ASSISTANT MANAGER, Merritt Esso—30.50/HOUR**—Develop and implement marketing strategies; Determine merchandise and services to be sold; Locate, select and procure merchandise for resale; Plan budgets and monitor revenues and expenses; Plan, organize, direct, control and evaluate daily operations, etc.  
**APPLY ON INDEED.COM**

**YELLOWHEAD ROAD & BRIDGE (NICOLA) LTD**—Traffic Control Worker required—YRB provides highway maintenance in Merritt and the surrounding areas. Experience is preferred but will provide training to the right individuals. Must be physically able to install and take down lane closures and signage. Hours and work assignments will be based on operational needs. Only those selected for an interview will be contacted. Resumes can be emailed or hand delivered to 2925 Pooley Ave, Merritt, BC.

**Bartender—Lotus Desert Enterprises Ltd, Merritt, BC**—Salary \$15 HOUR, 40 hours per week. Will Train. High School Graduation required. **Please apply by email** [lotusdesertent@gmail.com](mailto:lotusdesertent@gmail.com)  
**Or in person/by mail: 2350 Voght Street, Merritt, BC V1K 1B8**

**Interior Health Authority—Merritt BC—Community Health Worker**—As a Community Health Worker, you will work as part of a dynamic team of Nurses and LPNs who support Community Clients' independence and ability to stay at home. Community Health Workers provide home support services to clients, by assisting with personal care and daily living, while promoting maximum independence. Community Health Workers are key players in the home health care plan for each client.

**Qualifications:** Grade 12 Graduation from a recognized Resident Care Aide/Home Support Worker Program, or an equivalent combination of education, training and relevant experience; BC Care Aide and Community Health Worker registry (please include your number); Current valid BC Drivers' License and use of a reliable vehicle.

**Please apply on INDEED.COM or the INTERIOR HEALTH WEBSITE:**

<https://jobs.interiorhealth.ca/job/-/602/15528131?ss=paid>

**EXCAVATOR OPERATOR, ROCK SOLID INDUSTRIES—MERRITT BC**—Full-time, Contract, Salary: \$30-40.00 hr /Excavator operator with min. 5 years experience.

Must be a team player with a dedication to safety.  
Clean drivers abstract required.

**Apply on INDEED.COM**

**SAVE-ON-FOODS, Merritt, BC**—General Clerk, mostly evenings and weekend shifts, 16-24 hours per week. **Apply on INDEED.COM or in person.**

**School District #58 (Nicola-Similkameen) - SUMMER STUDENT MAINTENANCE WORKERS**—The position will provide assistance in the normal maintenance tasks involved with maintaining playgrounds, Playing fields and school district sites.

- A valid driver's license is required.
- It is preferable that students were enrolled full-time in High School/ College in 2019/2020, however, MUST be returning full-time to College/University or Trades School for the 2020/2021 sessions.
- College/University proof of acceptance is mandatory.

Submit applications in-person at the School Board Office, 1550 Chapman Street, Merritt or on-line at [www.sd58.bc.ca](http://www.sd58.bc.ca).

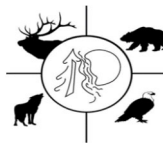
Applications, including a detailed resume with a minimum of 3 references, will be accepted until March 27, 2020.

**Please forward to:**  
**Attn: Operations Manager**  
**School District No. 58**  
**(Nicola-Similkameen)**  
**P.O. Box 4100, 1550 Chapman Street**  
**Merritt, BC V1K 1B8**  
**Fax: (250) 378-6263**

**Only those applicants being interviewed will be contacted.**  
**For further information, please call Darrell Finnigan at (250) 315-1113.**



**Merritt ASETS Employment Counsellor:** Deloris Charters **Email:** [merrittec@assets.org](mailto:merrittec@assets.org)



## Nicola Watershed Governance Project

**Expression of Interest:** Communications and Engagement Specialist

**Scope of Work:** Stakeholder and Community Communications and Engagement

**Background:** The Nicola Watershed Governance Project (NWGP) is a first-of-its kind initiative being co-led by five (5) Nicola First Nations and the Province of British Columbia (the G2G Partners). The G2G Partners are working together towards sustainable water governance and have committed to a process that engages watershed partners and uses collaboration, innovation and creativity for the benefit of future generations. As the project embarks on a number of important watershed initiatives, it is essential that this work effectively engages and supports community awareness and involvement. This NWGP is building its communications capacity to effectively engage with Indigenous and non-Indigenous communities in the Nicola watershed, as well as key water users, stakeholders, and other levels of governments. Joint communications efforts and engagement initiatives are currently underway. (A summary of joint communications & engagement initiatives available by request).

**The five Nicola First Nations are continuing to build internal communications capacity and lead outreach activities with Nicola First Nation communities and governments.** The scope of work described in this EOI complements the initiatives undertaken by the NWGP's Communications and Engagement Coordinator working directly with the five Nicola Chiefs.

**Goals and Objectives:** We invite a communications professional, or a small team of professionals, to accelerate communications activities across the watershed. The particular focus is on increasing outreach with stakeholders and other levels of government, as well as developing tools (such as web tools and graphics) that are applicable across all audiences. The goal is to: i) build community understanding, support, and respect for the mandate and work of the Nicola G2G Forum; and ii) raise awareness of the project, including G2G Forum's vision and successes to date.

### Specific objectives include:

1. Raise broad awareness and profile of the NWGP using a range of appropriate communications media (e.g., a website, newsletters);
2. Build support through communications targeted and tailored to resonate with specific audiences and stakeholders in the watershed, such as local governments and the agricultural community;
3. Provide communications expertise and coaching support to BC and Nicola First Nations' staff to support the on-going building of local capacity for effective engagement.

**Workplan / Approach:** A proposed work plan / approach is required that sets deliverables including key timelines and dates for completion.

**DELIVERABLE 1** - Communications and engagement plan (15%) **TASKS:** With input and support from Provincial and First Nations communications staff, and representatives from key stakeholder groups, identify and build profiles for key audiences; identify key issues/perspectives and knowledge gaps; Develop set of key messages; Identify necessary suite of media/engagement tools; Collaborate with the NWGP communications staff and coordinators to identify options for an expedited joint review and approval processes for Communications. **TIMELINE:** To be completed by April 2020

**DELIVERABLE 2** - Written communications materials and listservs, including social media posts, newspaper articles, newsletter, web content & other media as appropriate (70%) **TASKS:** Prepare first drafts of materials for feedback & collaborate with Province & Nicola First Nations communications staff to revise and get approvals. **TIMELINE:** May – June 2020

**DELIVERABLE 3**—Web content and online platform(s) (15%) **TASKS:** Work with partners to identify options for a share website that meets BC and First Nations internal protocols and assist in building the online platform and generating content. **TIMELINE:** April – May 2020



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NWGP "COMMUNICATIONS ENGAGEMENT SPECIALIST"



### Nicola Watershed Governance Project

**Expression of Interest (EOI):** Communications and Engagement Specialist

**Scope of Work:** Stakeholder and Community Communications and Engagement

**EOI Submission Deadline:** March 26, 2020

**EOI Selection Date:** March 30, 2020

#### Nicola Watershed Governance Project Communications and Engagement Specialist Experience and Qualifications:

We are seeking a communications/engagement professional, or small team, who is committed to building a collaborative working relationship with the 5 Nicola First Nations and Provincial teams. The contractor embraces this unique opportunity to learn and grow alongside this evolving G2G partnership, seeking to build awareness and understanding of reconciliation and water sustainability.

#### Specific qualifications include:

- ◆ Demonstrated experience and comfort developing educational messages that build awareness and support for reconciliation across diverse audiences (including, for example, the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act);
- ◆ Demonstrated ability to quickly and effectively prepare strategic guidance documents (e.g., communications and engagement strategy);
- ◆ Experience working with diverse groups and developing and maintaining strong professional relationships;
- ◆ Experience working with Indigenous communities and organizations;
- ◆ Experience drafting a variety of communications materials using different media (i.e., press releases, info-graphics, newsletters, etc.);
- ◆ Experience working with a range of modern, user-friendly, and accessible communication technologies;
- ◆ Knowledge of and or strong working relationships with communities in the Nicola Valley is a very strong asset;
- ◆ Familiarity with provincial communications protocols is considered an asset.

**Evaluation/Selection Criteria:** Evaluation and selection procedures are in accordance with Nicola Watershed Governance Project's procurement processes. An evaluation team will review and evaluate the EOIs submitted based on a score based approach:

- ◆ Experience and Qualifications, 50%
- ◆ Work plan / Approach, 10%
- ◆ Cost estimate, 20%
- ◆ Business Incentive (Local) 10%
- ◆ Business Incentive (Indigenous) 10%

#### Pricing

- Budget breakdown detailing daily rate(s);
- Additional materials or expenses required/anticipated;
- Total project budget must not exceed \$42,000

**To submit your Expression of Interest (EOI) or for further information (a copy of the draft workplan tasks, timeline and deliverables) please contact Crystal McMaster, Administrative Director, Nicola Watershed Governance Project**  
250.378.4235 ext: 123 or email: [cmcmaster@nicolatribal.org](mailto:cmcmaster@nicolatribal.org)



**Merritt ASETS Employment Counsellor:** Deloris Charters **Email:** [merritttec@asetts.org](mailto:merritttec@asetts.org)



## Citxw Nlaka'pamux Assembly (CNA) Language Program Manager



**Closing Date:** Upon procurement of successful candidate

**Compensation:** \$55,000 - \$65,000, depending on qualifications and experience

Reporting to the General Manager, the successful Nlaka'pamux Language Program Manager will be responsible for the overall planning, operations and performance of the Language Department.

### Duties and Responsibilities:

- ◆ Manage program staff in the development of planning and co-ordinating significant operational policies
- ◆ Manage program staff in the development and execution of a Language strategy to advance the numbers of speakers within the Participating Bands
- ◆ Develop and manage program partnerships in the development and implementation of Language strategy within the Participating Bands to ensure program objectives are effectively met and delivered
- ◆ Manage and respond to community needs, as well as priorities as they relate to Language
- ◆ Evaluate feedback and manage appropriate design of initiatives to meet community needs
- ◆ Support staff with growth and capacity development based on the strategic plan and direction
- ◆ Provides policy, project, and program supports and policy development to implement the mandate, set goals, and objectives or milestones with respect to increasing program participants
- ◆ Perform administrative functions such as developing, evaluating and monitoring budgets, programs, projects and initiatives
- ◆ Develop applications, proposals and budgets for community projects, based on strategic and annual plans and priorities
- ◆ Coordinate, identify, maintain and distribute, as appropriate, relevant educational information and materials to volunteers through orientation, workshops and other appropriate avenues
- ◆ Assist in preparation of program media and documentation
- ◆ Support the development and implementation of training for volunteers, partner organizations, and host communities

### Qualifications Education & Experience:

- ◆ University degree or equivalent combination of experience and education; as well, First Nations, Business, and Education disciplines will be considered;
- ◆ Minimum 5 years work experience within an Aboriginal Organization and/or Community;
- ◆ Work experience with Indigenous Service Canada Education program delivery and guidelines;
- ◆ Completes all required department reporting;
- ◆ Ability to manage delivery of a variety of department services to membership;
- ◆ A comprehensive understanding of First nation issues and First Nations education;
- ◆ Ability to develop and maintain effective working relationships with Senior management, Chief & Council, regional school representatives, education partners, staff, public, regional officials and agencies;
- ◆ Communicate / engage with members, families, to assess the quality of services provided by the Band and Government programs; Excellent written and verbal communications skills; Excellent organizational and office management skills; Ability to co-ordinate, multi task in a busy work environment; Computer literacy (Word, PowerPoint, Excel, etc.); Demonstrated dependability and reliability;
- ◆ Reliable transportation, valid up to date driver's license and undergo a criminal records check.

**Please submit your Cover Letter and Resume to:**

**Citxw Nlaka'pamux Assembly**

**Mail:** PO Box 618, Merritt, B.C. V1K 1B8

**Email:** [hr@cna-trust.ca](mailto:hr@cna-trust.ca) / **Fax:** 250-378-2910

**In Person:** 2187-A Coutlee Avenue Merritt, BC

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment.

Citxw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.





**Conayt Friendship Society  
Employment Opportunity:  
Executive Director**

The mandate of the CFS is to build community bridges, increase awareness and support the retention of Indigenous culture.

The CFS programs and services address individual and family issues, build a positive community image and initiate activities that foster community support and participation.

The Conayt Friendship Society (CFS) is looking for highly qualified and motivated individual for the position of Executive Director. The Executive Director is accountable to the CFS Board of Directors. The Executive Director administers the day to day business of the CFS services and programs. The position requires a creative individual who provides leadership, to staff, volunteers and community partners. Representing the CFS the Executive Director will maintain a visible profile and active role in the community to ensure the Society's goals and membership needs are maintained, identified and addressed.

The successful candidate will possess senior management experience within a community service organization and a comprehensive understanding of the issues facing the diverse Indigenous community. The successful candidate will have a minimum of an undergraduate degree in a relevant discipline (Public Administration, Business Management); and or a work history that would show experience and the abilities needed to manage a non-profit organization with a demonstrated ability to work with a Board in a governance structure to support and implement the values and decisions of a Board; and have strong communication and interpersonal skills. The successful applicant must pass a Criminal Record Check. As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry. We thank all individuals for their interest, however, only candidates selected for interviews will be contacted. No telephone calls please.

**Closing Date: Open until position filled.**

**Please submit a cover letter and resume to:**

Board of Directors, Conayt Friendship Society  
PO Box 1989, Merritt, BC V1K 1B8  
2164 Quilchena Ave., Merritt, BC  
Fax: (250) 378-6676  
E-mail: [reception@conayt.com](mailto:reception@conayt.com)



**Conayt Friendship Society  
2164 Quilchena Ave, Merritt, BC V1K 1B8  
Tel: 250-378-5107 Fax: 250-378-6676**

**JOB POSTING:**

**Conayt Friendship Society Youth & Family  
Coordinator**

**Objectives**

The Youth & Families Coordinator is a 4-day position for a qualified Social Worker. Funds for the position are provided by the Ministry of Children & Family Services for BC

**Youth & Family**

The Youth and Family Coordinator accepts references from MCFD to work with local families with the objective of keeping Aboriginal families together, either with the parent or close relatives in the Aboriginal community.

**Qualifications**

- ♦ Bachelor of Social Work degree is required
- ♦ Experience working with youth and their family
- ♦ 5 years' experience as a Social Worker is an asset
- ♦ Driver's License
- ♦ Knowledge of Sharepoint to provide reports to MCFD

**Secondary Qualifications**

- ♦ Some course work in drug and alcohol counselling [for youth]
- ♦ Some studies in psychology
- ♦ A background in youth problems i.e. addictions, suicide, abuse
- ♦ Ability to organize client files
- ♦ Some accounting, to manage a small budget
- ♦ Team player

**Interested applicants, please submit resumes to:**

Executive Director,  
Conayt Friendship Society,  
PO Box 1989, 2164 Quilchena Avenue,  
Merritt, BC V1K 1B8

Email: [reception@conayt.com](mailto:reception@conayt.com)

**Deadline:** Open until filled

**All Social Workers invited to apply. Include experience working with Youth and provide two references from previous employers.**



## JOB POSTING: Full Time Executive Assistant

### Comprehensive Benefit Package- BC Pension Plan

Our vision is that we are all somebody's 7<sup>th</sup> generation. We are working collaboratively to facilitate opportunities for our children, families and communities to achieve their full potential and realize a healthy quality of life through the implementation of our laws, jurisdiction, and our ancestral beliefs, values and teachings. Scw'exmx Child and Family Services Society (SCFSS) has been providing child protection and support services to the Nicola Valley (Merritt, B.C.) since 1994. Please learn more about us [www.scwexmx.com](http://www.scwexmx.com) and Merritt, B.C. [www.merritt.ca](http://www.merritt.ca)

**The Opportunity:** Scw'exmx Child and Family Services Society (SCFSS) is seeking a highly motivated and dynamic individual to join our team as an Executive Assistant. The Executive Assistant is responsible for providing information management and other supports to the Executive Director, providing administrative support to the Board of Directors and coordinating communication efforts for the organization. The Executive Assistant will act as the liaison for both internal and external stakeholders, building and fostering professional relationships in a culturally sensitive way. Reporting to the Executive Director, the Executive Assistant will be required to manage the flow of information throughout the organization and act as a communication ambassador.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- ◇ Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of client service and response
- ◇ Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- ◇ Has the ability to make complex decisions with precision and integrity using effective communication skills with the intention of building and maintaining trusting relationships
- ◇ Expert level written and verbal communication skills
- ◇ Experience and interest in internal and external communications best practices
- ◇ Demonstrated proactive approaches to problem-solving with strong decision-making capability
- ◇ Must have superior administrative and organizational skills
- ◇ Recognizes and respects cultural diversity and has knowledge of Aboriginal Culture

**EDUCATION AND EXPERIENCE:** 3 to 5 years experience as an Executive Assistant supporting the Executive/Board level as well as a diverse range of effective communication experiences and capabilities; Minimum 2 years experience in Human Resources; Minimum 2 years supervisory experience; A valid BC class 5 driver's license and criminal record check are mandatory

*Pursuant to Section 41 of the BC Human Rights Code, preference will be given to qualified applicants of Aboriginal ancestry.* Your interest in contributing as part of our team at a great organization begins with submitting your cover letter and resume as one document saved as (your last name resume EA March 2020) before March 20 with the email or fax subject line as **"Applying to EA March 2020"** to: [opportunities@scwexmx.com](mailto:opportunities@scwexmx.com)



**Attn: Lisa Post, Executive Director**

2975 Clapperton Ave. Merritt, B.C. V1K 1G2  
Tel: (250) 378-2771 • Fax: (250) 378-2799

*Scw'exmx Child & Family Services Society thanks all those who apply, however, only candidates selected to interview will be contacted.*

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**Merritt ASETS Employment Counsellor:** Deloris Charters **Email:** [merrittec@assets.org](mailto:merrittec@assets.org)



## Nlaka'pamux Health Services Society

Employment Opportunity

### Home and Community Care Nurse

Nlaka'pamux Health Services Society (NHSS) is seeking a fulltime Registered Nurse to fill a Home and Community Care Nurse position providing nursing services within the Nlaka'pamux Nation.

#### Home and Community Care Nurse will provide:

1. Initial and annual client care assessments of home care clients;
2. Develop client care plans, assign client care directions to LPNs and Home Care Aids;
3. Creates social connection to the community and provides referrals into the program;
4. Provides client advocacy with medical services within the Interior Health Authority framework;
5. Consults with community and liaisons with NHSS management regarding policy structure;
6. Oversees requirements of NHSS Nation Shared Nursing policies for service delivery, nurse licensing requirements, maintains standards equivalent to B.C. College of Nursing Professionals (BCCNP) practice standard and policies;
7. Advocates between NHSS Nation Shared Nursing Services and the community;
8. Directs resources within the NHSS Nation Shared Nursing Services;
9. Provides health promotion and prevention programs for individuals, families and the community and deliver the communicable disease program activities such as immunization clinics, health fairs, diabetes, heart health and nutrition support in support of community agreements;
10. Provides mentoring and training in support of LPNs and HCAs education, development and assurance of culturally appropriate and trauma-informed service;
11. Assures cultural safety and relevant best practices are maintained to support client care;

#### Qualifications and Qualities:

- ◇ Bachelor's Degree in nursing from a Canadian university or equivalent combination of training and experience.
- ◇ Must be registered (or eligible) with British Columbia College of Nursing Professionals
- ◇ Training/Experience in community health nursing is an asset
- ◇ Experience/knowledge of computer operations and systems
- ◇ Immunization certification or willingness to obtain
- ◇ Standard First Aid with a valid CPR ticket (or ability to obtain)
- ◇ Valid BC driver's license
- ◇ Excellent written and oral communication skills
- ◇ Knowledge of First Nations history, customs and traditions is an asset

**Applicants to submit a cover letter with salary expectation, resume, copies of credentials and three professional references to:**

**Tamara George, CAPA Executive Director**

**Address: 2088 Quilchena Ave, PO 3090 Merritt BC, V1K 1B8**

**Email: [george.t@nlxfn.com](mailto:george.t@nlxfn.com) Phone: 250 378 9772 ext.119**

**Fax: 250 315 0283**

*This posting will remain open until the position is filled.*

*Only applicants shortlisted will be contacted for interviews.*

*Please note that successful applicants will require a Criminal Record Check, the details of which may preclude an offer of employment being finalized. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.*



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**Merritt ASETS Employment Counsellor: Deloris Charters Email: [merrittec@assets.org](mailto:merrittec@assets.org)**

# Aboriginal Skills Employment & Training Strategy

## LOOKING FOR WORK??

Our Employment Counsellors work with clients to explore their employment options and develop return to work action plans. This process can include several approaches such as: Job search skills; career decision making; resume writing; employer connections and skill development. ASETS also offers job boards; computers for clients; telephone; resume printing and labour market information.

## WHAT WE DO AT ASETS:

ASETS is committed to helping clients enter into the workforce or explore and discover a new career path. We have dedicated staff who offer support and the following: Employment counselling; self-directed job search; industry training; essential skills assessments; academic assessments; funding for training; funding for job starts.

## LOOKING FOR TRAINING?

If clients require training or re-training to enter the workforce, our staff may be able to help access funding to begin a new and exciting career path.

ASETS can provide funding for the following occupational training: Industry recognized certification; certificate and diploma programs and trades foundation training.

## IN-HOUSE INDUSTRY TRAINING PROGRAMS:

Various programs are offered throughout the year and are based on industry demand such as: Construction; Oil & Gas; Landscaping, etc.

**For further information,  
call the Merritt ASETS office: 250-378-0126.**

**Merritt ASETS distributes  
updated job opportunities  
weekly every Monday  
through this job bulletin!**



## Merritt Aboriginal Skills & Employment Training Strategy

### Office Hours:

**8:30 am—4:30pm  
Monday—Thursday**

**CLOSED for lunch:  
12:00—1:00 pm**

The Merritt ASETS office is located at  
2051-D Voght Street, Merritt BC.

Phone: 250-378-0126

Email: [merritttec@asets.org](mailto:merritttec@asets.org)

If the job is online, you might find it on  
**Indeed.com**. Indeed enables you to  
search jobs posted on 1,000's of web  
sites. Employers also post jobs directly



## SERVICE CANADA

Do you need to get your Social Insurance Number?  
You can also file your record of employment (ROE)  
and file for unemployment insurance.

The schedule for Merritt Outreach Dates for  
SERVICE CANADA at SERVICE BC MERRITT is:

**Thursday, March 19 2020 From 9:00 am to 3:30 pm**

Office is closed: from 12:00 pm to 1:00 pm

Located at the Rail Yard Mall  
(2194 Coutlee Avenue, Merritt, BC)