



## **POSITION TITLE: Community Engagement Team Lead**

**TERM: Full Time**

**SUPERVISOR: Executive Director**

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, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

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. These services are supported in partnership with the Shuswap Nation Tribal Council.



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### **Job Summary**

The Community Engagement Team Lead reports to the Executive Director and is responsible for providing strategies, planning, facilitation, and development services to SCFSA while overseeing a range of community-based research analysis, development and implementation of strategic policies and legislation. Using a Restorative Practice, the Community Engagement Team Lead will lead in the delivery of community engagement sessions and workshops, as well as develop and maintain strong relationships with internal and external stakeholders.

### **Duties and Responsibilities**

- Leads policy review for the analysis of SCFSA program policy, Secwepemc law, or legislation, evaluates programs and services and recommends changes for improvement which supports SCFSA's mission and vision;
- Overseeing the research and monitoring of developments and trends in legislation and policies to determine best practices;



- Monitors and analyzes outside influences that may impact policy direction or requirements and undertakes in-depth research on pertinent issues;
- Develops policy frameworks for the translation of the Agency's strategic priorities into viable policy and program changes;
- Provides advice and recommendations on legislation, policy and programs, and Secwepemc law to senior management and agency executives;
- Develops, recommends, processes, participates in, and documents stakeholder consultations for defining program policies or priorities, identifying stakeholder preferences and reconciling conflicts;
- Oversees the identification of emerging policy issues of major significance, determines impacts to SCFSA and our member communities, advises management and agency executives, and prepares recommendations for response that reflect overall SCFSA priorities and direction;
- Oversees, develops and writes briefing notes, discussion papers, policy positions, reports, technical guides, publications, presentations, policy summaries, legislative or Secwépemc law summaries, SCFSA board submissions, and other policy products as required;
- Conducts detailed cost/benefit analysis for management and program staff on key matters relating to policy considerations;
- Oversees the design and implementation of the Community Engagement Strategy;
- Leads and supports the delivery of community engagement sessions and community workshops;
- Completes program proposals, reporting requirements and other partnership proposals as required;
- Develop and maintains a SCFSA policy agenda and/or workplan which advances the SCFSA Strategic plan;
- Develop and maintain policy processes and standards;
- Develop and maintain respectful, cooperative working relationships to contribute to the delivery of services to Board members, community members, Chief and Council, government, partner organizations, service providers and clients;
- Represents the Agency at all policy-related meetings and on working committees formed to develop strategic policy concepts and supporting documentation;
- Support decision-making by providing strategic policy advice to the SCFSA Executive Director and Board of Directors;
- Ensures effective overall administration and sound fiscal management of program goals and objectives;
- Leads special projects, as required;



- Other duties as assigned or reasonably required.

## **Public Relations and Communications:**

- Promoting the agency to our member First Nations and our stakeholders and partners in the Secwépemc territory;
- Representing the employer at conferences, working groups, community events and other initiatives;
- Ensuring the mandate, vision, mission, programs, services and policies of the employer are communicated to all communities affiliated with the agency and other service providers;
- Liaising with other agencies and special interest groups;
- Identifying overlapping areas of service and coordinating agency services with those of other service providers.

## **Personnel and Supervision:**

- Providing direct supervision and evaluating program supervisor's performance on a daily and annual basis;
- Review serious personnel matters and other human resource matters with the human resource manager and the Executive Director and will make recommendations for progressive disciplinary actions, as necessary;
- Assisting personnel issues such as discipline, suspensions, and dismissals in accordance with BC Employment Standards and generally accepted practices;
- Manages team performance by setting expectations and regularly reviewing performance with staff;
- Coordinates and resolves conflicts and champions the change management process, providing a positive role model;
- Develop staff skills at all levels of the organization to create a culture of engagement;
- Identifies, hires and retains prospective candidates who fit the team and are focused on exceptional results.

## **Administration and Finance:**

- Identifying and evaluating community needs, program gaps, issues and providing recommendations for program changes;
- Assisting in the preparation of the budget projections and needs;
- Participating in providing recommendations regarding changes to programs, policies, procedures and systems.



*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

## Qualifications

### **Education and Experience:**

- Masters or Bachelor Degree in business administration, public administration, OR relevant discipline and 3 years of related experience;
- Experience in the development of legislation, regulation and policy, preferably within a First Nation provincial/territorial organization or First Nation administration.

### **Skills and Abilities:**

- Working in a policy and/or legislative environment providing independent research, analysis and advice on complex issues, including evaluation of options and recommendations;
- Ability to manage, plan, and implement projects, establish project boundaries, and evaluate project success;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms;
- Proven ability to network with community resources, build relationships and create community partnerships;
- Knowledge of processes relating to the development of legislation and regulation in the public interest;
- Ability to work in a team environment;
- Excellent English written and verbal communication skills, including well-developed public speaking, group facilitation and negotiation skills;
- Excellent analytical, judgement, persuasion and consensus abilities, including proven ability to handle confidential information with discretion;
- Manage one's own workload effectively, efficiently and independently, achieving results within acceptable time frames taking into consideration changing priorities, job duties and requirements;
- Recognizes and respects all cultural diversity and understands Aboriginal culture, including historical, political and legal issues.



## Competencies:

The Community Engagement Team Lead should demonstrate competence in all of the following:

- Leadership – A desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The “team” here should be understood broadly as any group with which the person interacts regularly.
- Analytical Thinking - Ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships (“if...then...”) to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- Engaging External Partners – identifies and involves external stakeholders in order to foster long partnerships.
- Planning, Organizing and Coordinating – Proactive planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization’s mandate.
- Innovation – Indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

## Working Conditions:

- Travel to multiple locations will be required;
- Potential for violence in the workplace;
- Hours of work are nonstandard and connected to services and community needs;
- Receives regular supervision with direction and checks of the work performed.

## Conditions of Employment:

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver’s License, class 5 with no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements;
- We offer a modified work week schedule, time off at Christmas, team days, cultural training, elder support and a great team to belong to!



**Directly Supervises:**

- None

**Pay Grade:**

- Starting wage is \$42.6946

An eligibility list may be created.

**SUBMIT COVER LETTER, RESUME, AND THREE REFERENCES**

**Chylane Diablo – Human Resources Advisor**

By September 16, 2020

300 Chilcotin Road, Kamloops, BC V2H 1G3

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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.