



# High Bar First Nation

PO Box 458, Clinton, BC V0K 1K0  
Ph: (250) 459-2117; Fax: (250) 459-2119

## **Job Posting: Services Coordinator**

High Bar First Nation is a First Nation Government of the Secwepemc (Shuswap) Nation, located in Clinton, BC. If you are interested in rural living, beautiful surroundings and connecting with nature, Clinton is a great location to live and work. Clinton is very close to big and semi towns on both sides. We are seeking a Services Coordinator who is multi skilled and can provide budgeting, financial reporting, and support for the members and the Nation. This is a full-time position reporting to the Band Administrator.

### **Job Summary**

The Services Coordinator is responsible for delivering Education, Health, and Membership programs to community members according to Council's vision, objectives, and strategic direction. The Services Coordinator carries out the mandate of implementing the Post Secondary Education Policy, developing Health strategies and programs, and applying the Membership Code when the need arises. This is a multi-faceted role that has broad impacts.

### **Duties and Responsibilities**

#### **Program Management**

1. Develops an operational plan which incorporates goals and objectives for programs and services aligned with the strategic direction, including program delivery and evaluation.
2. Provides input to annual budgets and financial reporting.
3. Submits proposals and grants applications to develop funding to provide programs in Health, Education and Members wellness.
4. Conducts needs assessments and provides leadership in developing programs to address community needs.
5. Processes emergency funding requests such as the Youth/Elder, and funeral emergency fund
6. Acts as a community liaison, plans events and represents the organization at community activities.
7. Keeps the Band Administrator informed of sensitive and important issues and events.
8. Ensures regular reporting to appropriate agencies, most importantly completing financial reporting for respective government funding bodies.
9. Ensures that HBFN members have an understanding/knowledge of the programs, services, and opportunities available to them.
10. Attends General and Special Band meetings, and other community meetings, as required.
11. Other duties as assigned or required.

#### **Health Program**

1. Advises the governing body on community health issues and services, making recommendations on services and programs.
2. Ensures that traditional and cultural health approaches are incorporated into all community services.
3. Develops a communication strategy for public awareness of programs and events.
4. Participates in FNHA meetings (i.e., HUB, Secwepemc Caucus and FN Health Caucus) as the Health Lead for HBFN developing a program for community members.



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5. Ensures a comprehensive understanding of medical transportation policies and guidelines as set out by the First Nations Health Authority's Health Benefits
6. Assists with health workshops planning and delivery, as required to promote healthy lifestyles.
7. Researches and develops processes for including member health care for Telehealth services and culturally safe practices with local care providers.
8. Leads traditional wellness and language programs.
9. Ascertains the status of clients and their eligibility for funding under the non-insured local patient travel guidelines when medical transportation is required.
10. Issues purchase orders for fuel purchases or processes cheque requisitions once approved.
11. Ensures all medical travel files contain core information such as physician's appointments and signed Privacy Act forms.

## Education

1. Administers the Post Secondary Education Policy, reviewing applications, ensuring applicants meet criteria.
2. Establishes an Education Advisory Council, providing orientation, gathering signoffs of participants, and ensuring new members are being sought for the future.
3. Organizing meetings with the Education Advisory Council to hear appeals.
4. Participates in various education council and committee meetings (FNEC, FNEC)
5. Tracking progress of students, and records of all awards and outcomes
6. Processes applications for funding following Education policy.

## Indian Registration Administrator (Agent)

1. Serve as contact person between Indigenous Services Canada (ISC) and the membership clerk.
2. Maintains the Indian Register and the Band list of members.
3. Tracks events (age of majority, births, deaths, marriages and divorces, transfer of child on divorce, miscellaneous additions, or amendments) which affects the Indian Register and Band list and obtains documents to verify these events.
4. Reporting appropriate events to update the Indian Register.
5. Assist members with online application form for status card.
6. Follow the policies and procedures manual for administering the membership program.

*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:

1. High School plus post secondary courses in health or education or the equivalent formal education and experience.
2. Background In social services and works is an added advantage.
3. Must be fully vaccinated against Covid-19 or willing to be vaccinated.
4. Must be able to keep and manage confidential information.



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## Skills and Abilities:

1. Proficiency in the use of computer programs for word processing, databases, spreadsheets, email, and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
2. Understanding of First Nations' needs and concerns is an added advantage.
3. Excellent interpersonal skills and people management skills.
4. Ability to develop and manage policies and procedures.
5. Ability to work independently and build effective interpersonal relationships.
6. Ability to self-regulate, meet deadlines, pay attention to detail, and respect confidentiality.
7. Strong communication skills, ability to demonstrate report writing and presentation skills.
8. Knowledge of education concepts, educational requirements and post secondary system.
9. Understanding of issues, techniques, initiatives, and programs related to conservation and restoration of fish, fish habitats and watersheds.
10. Recognizes and respects all cultural diversity and understands Aboriginal culture.

## Experience:

1. Two to five years experience in education. Background in social services is an added advantage.
2. Experience developing programs and proposal writing is an added advantage.

## Working Conditions:

1. Travel to other related organization locations will be required.
2. Non-standard hours of work.
3. Receives moderate supervision with less frequent direction and occasional review of the work performed.

## Conditions of Employment:

1. Must be able to obtain and maintain a clean Criminal Record Check.
2. Must be able to obtain and maintain a valid BC Driver's Licence.
3. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence.

## Directly Supervises:

1. None

## General Category:

- Operates as part of a team and flexible about the boundaries and functions of the job.
- Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands.
- Ensures that all internal and external deadlines are met.
- Travels as required in the performance of their job.
- Serves on committees as directed by the Band Administrator.
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
- Successfully completes all training courses undertaken at the direction of Band Administrator.
- Maintains confidentiality of all information see, heard, or obtained by virtue of employment.



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Recognizes and respects all cultural diversity and understands Aboriginal culture.

## **Working Conditions:**

- This work is conducted in an office setting.
- Overtime may be required.

High Bar First Nation offers a competitive salary based on experience, benefits including health, dental, life insurance, long term disability and Employee Assistance Program. If you are qualified and looking for a rewarding career, send your cover letter and resume with three work related references to [office@hbfm.ca](mailto:office@hbfm.ca). Open until filled.

**Please note, No phone calls**