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## Position Information

Position: Band Designate Representative  
Position ID: H-2202  
Supervisor: General Manager  
Hours: Full-time, Permanent  
Wage Range: \$25-\$35/hour  
Start Date: Immediate

## Job Summary

Saik'uz First Nation seeks a full-time Band Designate Representative (BDR). This position requires a highly motivated individual with community programming experience and training. The BDR is responsible for the development of prevention and educational programs, one-on-one support, and ensuring families have opportunities to increase their ability to effectively care for their children and develop or maintain healthy family dynamics that promote resilience. The BDR agrees to uphold the Child, Family, and Community Service Act and Aboriginal Operations Procedures and Standards Indicators, ensures that all Band members are fully aware of their rights, and considers the child's interest and welfare paramount.

Additionally, the BDR liaises with other First Nation Band Representatives, agencies, and legal counsel, accompanies Ministry of Child & Family Development workers during investigations, and supports and works with the Carrier Sekani Family Preservation Team and CSFS Community Wellness Team. The BDR also prepares, responds to, and processes legal documents as required by the Court.

This is a full-time position based on a 35-hour work week, effective immediately.

## Requirements:

- Social Work Diploma, Legal Services Diploma, and/or applicable post-secondary education.
- Initial and ongoing employment is subject to submission of a clear Criminal Record check. A criminal Record Check must be conducted every three years as per CSFS Policy.
- The incumbent is expected to sign a CSFS/SFN Code of Conduct & Ethics.
- Able to interpret legal documents.
- Knowledge of Jordan's Principal, CSFS life cycle model, parenting education, child development, health, wellness and healing, addictions, family violence, abuse, self-esteem, disabilities, case management, and knowledge or willingness to learn the Dakelh language.
- Experience working with First Nation people.
- Experience working with children and families.
- Must possess a valid driver's license and reliable vehicle.

## Qualifications & Skills:

- Strong dedication to discretion and confidentiality.
- Knowledge of conflict de-escalation techniques.
- Articulate, insightful, and able to communicate well with children, adults, and agencies.
- Resilient and compassionate.
- Experience in an office environment an asset.
- Familiarity and experience with Saik'uz First Nation culture and history an asset.

Please submit your cover letter and resume via e-mail to [resume@saikuz.com](mailto:resume@saikuz.com), with the Position ID included in the subject line, by May 13, 2022.

We thank everyone for their interest; however, only those selected for an interview will be contacted.