



**SAIK'UZ
FIRST
NATION**

135 Joseph Street
Vanderhoof, Saik'uz Territory
BC, V0J 3A1
250-567-9293

BAND DESIGNATE REPRESENTATIVE

Supervisor: Prevention Manager

Hours: Full-time, Permanent

Job Summary

As the Band Designate Representative (BDR), you will advocate for the rights, well-being, and cultural interests of Saik'uz First Nation children and families involved in child welfare proceedings and related family services. You will represent the Nation in legal and administrative processes, support families through prevention and intervention services, and work closely with community partners to strengthen family resilience and keep children connected to their culture, community, and support networks. Through a culturally grounded approach, you will help advance restorative practices that honour Dakelh and Sekani systems of caring while promoting positive outcomes for children, youth, and families.

Duties & Responsibilities

Prevention and Intervention

- Conduct assessments, implement goal plans, and monitor client progress through ongoing documentation and reporting.
- Develop community-based programs and initiatives that respond to identified needs and align with community and family goals.
- Advocate for children, youth, and families to ensure their rights, interests, and well-being are upheld.
- Support healthy family functioning through prevention, intervention, and crisis response strategies.

Band Representation

- Represent Saik'uz First Nation in Child Welfare proceedings and related Court matters involving community members.
- Participate in care plan meetings, family group conferences, and planning meetings for children in care.
- Prepare, review, and process legal documentation required for Court proceedings.
- Liaise with First Nation Band Representatives, legal counsel, government agencies, and service providers.

- Accompany Ministry of Children and Family Development (MCFD) workers during investigations when required.
- Ensure community members understand their rights and available supports throughout child welfare processes.
- Collaborate with the CSFS Family Preservation Team and Community Wellness Team to support positive family outcomes.

Case Management

- Compile and maintain comprehensive case files and supporting documentation.
- Monitor and document care plans, service delivery activities, and client progress.
- Maintain confidentiality and ensure all records are accurate, current, and secure.

Compliance and Administration

- Comply with applicable federal, provincial, and local legislation, standards, and policies, including the Child, Family and Community Service Act.
- Fulfill legal duty-to-report obligations and child protection responsibilities.
- Maintain client files and records in accordance with program and organizational requirements.
- Collect data and prepare reports on program activities, outcomes, and community trends.
- Prepare monthly reports, financial updates, and program summaries as required.

Community and Cultural Wellness

- Support the revitalization of language, culture, governance structures, and traditional belief systems.
- Foster connections to the land and support culturally grounded approaches to family wellness.
- Facilitate healthy interactions among children, youth, and families.
- Participate actively in community governance and wellness initiatives.

Qualifications & Skills

Required

- Post-secondary education in Social Work, Legal Services, Human Services, or a related field; equivalent combinations of education and experience may be considered.
- Experience working with First Nations individuals, families, and communities.

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

- Experience supporting children, youth, and families through community or social service programs.
- Working knowledge of Dakelh culture, governance structures, traditional values, and belief systems.
- Ability to interpret and understand legal documents.
- Strong interpersonal, verbal, and written communication skills.
- Proven ability to work independently while managing multiple priorities.
- Knowledge of community resources and service-navigation systems.
- Understanding of prevention, intervention, and crisis-intervention practices.
- Knowledge of child development, family wellness, addictions, family violence, disabilities, case management, and community healing approaches.
- Ability to develop effective community, family, and individual care plans and goal plans.
- Proficiency with Microsoft Office applications, including Word and Excel.
- Ability to maintain strict confidentiality regarding client information and records.
- Valid BC driver's licence, reliable vehicle, and current driver's abstract.
- Successful completion of a Criminal Record Check.

Preferred

- Social services experience within a First Nations community.
- Knowledge of Jordan's Principle, Indigenous child and family services, and culturally grounded wellness models.
- Knowledge of, or willingness to learn, the Dakelh language.
- Experience working with Court processes, child welfare proceedings, or legal services.

Salary & Benefits

- Wage: \$38-\$40 per hour
- Benefits: After 3-month probation, extended health and dental benefits, pension plan, and paid vacation, sick, and culture days

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at resume@saikuz.com. If submitting via email, include "BDR" in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

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