



FAMILY CIRCLE COORDINATOR

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| Term: | Full-Time, Permanent |
| Supervisor: | TBD |
| Wage Range: | \$32.00 - \$40.00 |
| Location: | Remote |

About Tl'etinqox Government

Join the Tl'etinqox Government and be part of a legacy of self-reliance, stewardship, and sovereignty. As the largest Tsilhqot'in community, we uphold our deep connection to the land while advocating for our rights and future. Committed to sustainable resource management, self-governance, and legal advocacy, we seek passionate individuals to help drive positive change. Stand with us to preserve our heritage and shape a stronger future.

For more information, please visit our website: www.tletinqox.ca

Job Opportunity

The Family Circle Coordinator is responsible for facilitating culturally relevant family wellness services that strengthen and support families within the Tl'etinqox community. This role includes the coordination and facilitation of Family Circles, a structured, culturally sensitive decision-making process that empowers families to develop plans for the safety and well-being of children and youth. The Family Circle Coordinator ensures the delivery of holistic, culturally appropriate programs, collaborates with community members and partner organizations, and upholds the values and traditions of Tl'etinqox. The Family Circle Coordinator plays a key role in promoting healing, resilience, and family unity through culturally grounded approaches. This position ensures that all services align with both the Tsilhqot'in ?Esqax Sutsel Jeniyax (Tsilhqot'in Child and Family Service Law) and the Child, Family and Community Services Act (Province of BC legislation).

Key Responsibilities

Family Circle Coordination

- Organize, coordinate, and facilitate Family Circles to support families in making informed, community-driven decisions regarding child welfare, care planning, and family support.
- Ensure that the Family Circle process is voluntary, family-led, and culturally respectful, empowering families to take an active role in decision-making.
- Provide pre-circle preparation and post-circle follow-up, including mediation, facilitation, and support services.
- Work closely with families, extended kin networks, community supports, and service providers to create sustainable plans that prioritize child safety and family unity.
- Advocate for the recognition of traditional dispute resolution and decision-making practices within the Family Circle process.

- Document and track Family Circle outcomes, ensuring compliance with T̓ìlhqot̓'in ʔEsqax Sutsel Jeniyax and the Child, Family and Community Services Act.

Family Circle Coordination

- Ensure that client case files are managed with confidentiality and professionalism. Monitor client progress and ensure timely follow-up and assistance to individuals and families in need of support.
- Work effectively as part of the social services team to foster positive relationships and ensure that client needs are met in a holistic, culturally appropriate manner.
- Promote and raise awareness about Tl'etinqox social programs, services, and initiatives, ensuring that community members are well-informed about available resources.
- Participate in ongoing training to stay informed on best practices in family wellness, social services, and cultural competency.
- Participate in the development and establishment of culturally sensitive services.
- Ensure compliance with T̓ìlhqot̓'in ʔEsqax Sutsel Jeniyax and the Child, Family and Community Services Act, integrating their principles into all aspects of service delivery.
- Adhere to professionalism at all times and maintain good communications.
- Work as a team member and build positive working relationships.

Qualifications & Skills

- A certificate or diploma in social services, social work, mediation, or a related field is required. A combination of education and relevant experience may also be considered.
- Experience in facilitating Family Circles, family support services, crisis intervention, and case management.
- Knowledge of, and experience with, Indigenous family systems, healing practices, and cultural teachings.
- Proven experience working with Indigenous families and communities, particularly in a First Nations setting, is highly desirable.
- Knowledge of T̓ìlhqot̓'in ʔEsqax Sutsel Jeniyax and the Child, Family and Community Services Act is essential.
- Training in mediation, conflict resolution, and restorative justice is an asset.

About the Benefits

- Comprehensive employee health benefits
- Employer matching pension
- Vacation starting at 2 weeks vacation + additional 2 weeks paid time off at Christmas + Cultural leave for Tl'etinqox community traditional practices and ceremonies.
- Family-oriented work environment
- Company Vehicle provided for travel, for work purposes.

Working Conditions

- Work will be conducted in both the Tl'etinqox Community and Williams Lake.
- Evening and weekend work will be required as needed.
- Travel will be required when necessary.
- Lifting or moving up to 40lbs may be required.

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.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.
- This position offers a hybrid work environment, with responsibilities carried out remotely and on-site in Williams Lake and Tl'etinqox.

Please send a cover letter, resume and 3 references to:

Andrea Charleyboy

Sr. Program Administrative Assistant

Andrea.charelyboy@tletinqox.ca

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act. Only those invited to interview will be contacted.