



Intervention Services Team Assistant

Term:	Full-Time, Permanent
Supervisor:	Intervention Services Manager
Wage Range:	\$24.00 per hour
Location:	Williams Lake Office
Deadline:	March 23, 2026

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 Intervention Services Team Assistant provides administrative and financial administration support to the Intervention Services Team. This role supports the day-to-day operations of the department, with a strong focus on maintaining and organizing highly confidential client files and documentation. This position requires strict confidentiality, accuracy, discretion, and professionalism at all times.

All work is grounded in Tsilhqot'in values, cultural safety, and community-centered service delivery.

Key Responsibilities

- Maintain and organize confidential client files (digital and physical), ensuring accuracy, completeness, and compliance with policies and legislation.
- Track and monitor documentation to ensure case files are up to date and meet reporting and legal requirements.
- Prepare reports, correspondence, court-related documentation, and meeting materials as directed by the Intervention Services Team.
- Provide administrative support to the Intervention Services Team, including scheduling meetings, coordinating appointments, and preparing materials.
- Assist with file audits and internal tracking systems to ensure documentation standards are maintained.
- Prepare and process purchase orders, invoices, cheque requisitions, expense forms, and other financial documentation in accordance with Tl'etinqox policies.
- Track departmental expenses and assist with organizing financial records and receipts.

- Maintain secure filing systems and ensure all client information is handled in accordance with confidentiality policies and applicable legislation.
- Support the coordination of case meetings, case conferences, and team meetings.
- Answer and redirect inquiries in a professional and discreet manner.
- Participate in team meetings and planning sessions.
- Maintain a respectful and professional presence when interacting with team members, leadership, legal professionals, and external partners.

Qualifications & Skills

- Office Administration Certificate or related education and/or equivalent experience.
- Minimum of two (2) years administrative experience in a professional office setting.
- Experience managing confidential files and records.
- Proficiency in Microsoft Office (Word, Excel, Outlook, and Adobe Acrobat).
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.
- Demonstrated ability to maintain strict confidentiality and professionalism.
- Criminal Record Check with Vulnerable Sector Screening required.
- Knowledge of Tsilhqot'in culture, values, and community protocols or willingness to learn.
- Experience supporting a Child and Family Services or social services team.
- Familiarity with case management or client tracking systems.
- Valid Class 5 driver's license is an asset.

About the Benefits

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

Working Conditions

- This position requires regular in-office presence to support administrative operations.
- Occasional evening or weekend work may be required
- Travel between offices may be required.

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

cdemployment@tletincox.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.