



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Girls Group Coordinator

Term: 4-years

Rate: \$20.00 per hour and up to 20 hours per week, plus pre-approved disbursements

Location: Anacla and Port Alberni

Authority Relationship: Director of Child and Family Wellness and Clinical Counsellor

Position Summary:

Funded by the Canadian Women's Foundation, Steer Your Canoe in the Right Direction (łiłiicat) is a program for girls aged 9-13 to build meaningful relationships with self and others, gain a strong cultural identity and learn cultural and Western tools and strategies to manage mental health and interpersonal relationships, prevent intimate partner violence, self-harm/suicide and substance use.

The Girls Group Coordinator will work collaboratively the Huu-ay-aht Clinical Counsellor, Child and Family Wellness Team, cultural support persons, Elders and community partners to implement Girl's Groups. The Coordinator will work with mentors and mentees to ensure identified goals are being met.

Job Duties:

- Group planning and facilitation (Anacla, Port Alberni and online)
- Coordination of meeting space and group set-up/take-down, organizing snacks/catering
- Communication with youth, parents/caregivers, community partners, Clinical Counsellor and Child and Family Wellness Team
- *Organizing* guest speakers, obtaining necessary materials for groups/mentoring program
- Working collaboratively with Clinical Counsellor and HFN Child and Family Wellness Team
- Planning retreats
- Support of adult mentors
- Collection of feedback from youth, parents, mentors and community partners
- Program Evaluation
- Program Statistics
- Program Reports

Operational Requirements:

- Valid class 5 driver's license.
- Some travel, including overnight and or weekends.
- Willingness and ability to work evenings and weekends

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646

- Successful background checks, including employment verification, criminal records checks with Vulnerable Populations, reference checks, drivers abstract, and education/credential verification.

Education and Experience Requirements:

- Diploma in Human Services (minimum) – BA CYC or BSW preferred or equivalent experience
- Experience working with LGBTQ+ youth
- Cultural Awareness
- Demonstrated Group facilitation skills
- Knowledge of mental wellness strategies, drug and alcohol prevention, suicide prevention, self-care
- Demonstrated ability to use online platforms to offer programming
- Excellent written and verbal communication skills
- Experience in working with Microsoft programs, word, excel, teams and power point
- Demonstrated experience with Budgets and fiscal responsibility
- Experience working with Excel (stats), report writing and presentations
- Program Evaluation
- Strong team player
- Organizational skills and ability to work independently
- Other duties, as assigned

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail attention: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote “Girls Group Coordinator” Job Posting. Closing date for this position is December 6, 2020 at 4:00 pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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