

# Kanaka Bar Indian Band



## JOB DESCRIPTION

---

### **Position: Social Development/ Post Secondary Education Coordinator**

Organization: Kanaka Indian Bar Band

Reporting to: Director of Programs and Services

**This posting will be in effect until the position is filled**

---

### **Summary:**

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from for profit activities. With this posting, Kanaka Bar is inviting applicants to oversee the Post Secondary Education and Social Development functions of the Kanaka Bar Indian Band. For more information on the community. Please review the rest of our website at:

<http://www.kanakabarband.ca/>

The Social Development/ Post Secondary Education Coordinator is a dual role.

**This is a full-time position at Kanaka Bar Band Office, 2693 Siwash Rd, Lytton, Mon. to Fri. 8am-4pm**

Duties will include:

1. **Oversee the Post-Secondary Education program-** coordinate intakes and applications for post-secondary programs, support students' learning goals by providing financial supports and provide informed career and education guidance. The goal will be to achieve success in meeting Kanaka's vision statement regarding community development by delivering customized services to meet each student's unique needs.
2. **Oversee the SA program-** Support Kanaka members to access Social Assistance and oversee monthly reporting, job search and compliance with Indigenous Services Canada SA policies and procedures. The goal is to reduce poverty, encourage independence, build capacity and comply with set guidelines and policy.

## Specific Duties

- **Administer the KBIB Social Assistance Program-** facilitate client intakes, assess eligibility, determine benefit rate, process monthly benefits payments, monitor compliance and monthly reporting, oversee client files, annual reporting to the funder.
- Research and coordinate training opportunities and upgrading for members as requested.
- Coordinates training opportunities within the community for youth-internships, apprentices, job shadowing and mentoring.
- Assist employable SA clients with resumes, cover letters, career counselling, interview skills and job search.
- Assists members in accessing Employment Insurance, as applicable.
- Organizes education-related evening activities for adult community learners.
- **Administer the KBIB Post-Secondary Education Program-** Research and coordinate opportunities for Post-secondary education for adults
- Research funding, plan programs and submit funding applications,
- Promote post-secondary education programs and learning opportunities to the Kanaka Bar community, facilitate student applications, assess eligibility, process monthly support payments, monitor compliance and monthly reporting, oversee client files, and annual and/or monthly reporting to the funder(s) as required..

## Requirements:

- Bachelor of Education or Social Work (BSW), or experience in a related field is required
- Registered to work in BC;
- Minimum 2 years' experience in community work required;
- Knowledge and understanding of Indigenous Education, Employment and Income Assistance programs would be considered an asset;
- Possess strong computer skills: Outlook, Word, Excel, PowerPoint and Xyntax accounting systems;
- Good verbal and written communication skills;
- Adept at navigating difficult dynamics between personal- professional relationships in the workplace, avoiding conflicts of interest related to potentially working with close family members
- Flexibility is a must to adapt to changing work priorities.
- Valid class 5 driver's license.

Rate of pay- \$24/hr-\$29/hr, depending on candidates' education and experience

**To apply, send resume to: [programsdirector@kanakabarband.ca](mailto:programsdirector@kanakabarband.ca)**