



Nisga'a Lisims Government

T 250 633 3000 / F 250 633 2367
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PO Box 231 / 2000 Lisims Dr
New Aiyansh BC / Canada V0J 1A0

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JOB POSTING

POSTED: March 5, 2025 **CLOSES: March 19, 2025**

POSITION: Coodinator / Office of the Designated Representative (2 positions)
SALARY RANGE: Commensurate with Experience and Qualifications
SUPERVISOR: Manager / Office of the Designated Representative
HOURS: 35 hours per week **TERM:** Permanent Full-time **LOCATION:** New Aiyansh / Terrace, B.C.

JOB SUMMARY: The Office of the Designated Representative Coordinator (the "Coordinator") is a full-time position reporting directly to the Manager of the Office of the Designated Representative. The Coordinator maintains efficient administration of Notification provided to the Nation and Court Documents served to the Nation for CFCSA, FLA, and Adoptions Act matters, and acts on behalf of the Nation as a party in court proceedings involving Nisga'a children who are registered and affiliated with the nation. Responsibilities include liaising with the family of the child(ren), mediators, collaborative workers, and social workers from Ministry of Child and Family Services (MCFD), Indigenous Child and Family Service Agencies (ICFS) and appear before Provincial courts. The purpose of this position is to ensure that processes within the CFCSA, FLA or Adoptions Act synchronize with our values to ensure collaborative discussions are held with family, and that families are the decision-makers for their children's well-being and safety. Most important to ensure children remain connected to family and are receiving continued support with their cultural identity.

Duties:

- Tend to Interviews, family meetings (via phone, virtual or in-person) as requested by family members or social workers during CFCSA child protection response to reports
- Ensure that members are fully aware of their rights
- Support family members in their working relationships with MCFD or ICFSA
- Advocate for children and families; or act as a mediator to have their concerns addressed
- Attend court as required to support the child/ren and family members; we do not make any decisions, or speak into protection assessments from the delegated social workers, but we can make recommendations for the child/ren and family
- Liaise with family, social workers, collaborative workers, mediators and counsel on CFCSA matters
- Liaising with Programs and Services staff to assist with registration of eligible children or parents as Nisga'a citizens
- Seek resources as needed
- Coordinating attendance at court including in-person, virtual or via conference call, and making travel arrangements as needed
- Ensure that all court matters are scheduled in the calendar, and necessary information is available per court matter
- Other duties as required.

Qualifications, Experience & Skills:

- A minimum, Post-Secondary Social Work Diploma or equivalent and/or Legal services Diploma
- A minimum of two years' Social Services working experience with a First Nation's Community
- Must possess a valid driver's license and own vehicle
- Must provide a Criminal Reference Check

Skills/Abilities:

- Able to interpret legislation and legal documents
- Knowledge of Case Management Techniques
- Knowledge of support service resources in various communities
- Strong written and verbal skills
- Strong demonstration of negotiation skills, techniques and advocacy
- Willing to work flexible hours and travel as needed
- Ability to exercise discretion in handling confidential subject matter
- Strong Computer skills with experience
- Knowledge and understanding of Child, Family & Community Service Act practice



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- Knowledge of Nisga'a community, culture and its practices
- Analytical and problem-solving skills
- Ability to work independently
- Ability to manage time well and complete administrative tasks in a timely manner
- Must have the ability to coordinate time management to work with numerous families at one time

Other:

- Valid B.C. Driver's license and reliable transportation;
- Willingness to travel;
- Criminal Records Check;

Applicants are required to submit a resume with cover letter describing their qualifications and related experience prior to **5:00 pm on March 19, 2025**. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please be advised that social media checks are part of the recruitment process.

APPLICATIONS MAY BE DIRECTED TO:

Nisga'a Lisims Government Attention: Human Resources Department
P.O. BOX 231, New Aiyansh, B.C., V0J 1A0
Email: hr@nisgaanation.ca