

# Aux'stila du gingananam Coordinator

## (Look after our Children Coordinator)

Job Description

**Department:** Band Administration

**Supervisor(s):** CAO/ DCAO

**Employment Status:** Full-time, Permanent

**Full time:** 35 hours per week

**Location:** Band Office

**Salary:** \$30 - \$ 50 an hour

### Introduction:

Gwa'sala-Nakwaxda'xw Nations is in the process of reclaiming its jurisdiction over child and family services. On August 13, 2024, GNN (Gwa'sala-'Nakwaxda'xw Nations) enacted *Aux'stila du gingananam* Child and Family Protection and Support Law, which will come into force on April 1, 2025. Under the *Aux'stila gingananam*, child and family services will be delivered to GNN children and families by the Galagpothla Family Services Society – a separate society established by GNN for this purpose. However, GNN requires the support of a full-time position to coordinate with the Galagpothla Family Services Society and support the Nations assisting in the transition of Child and Family Services jurisdiction. The successful candidate will receive mentorship and guidance from legal counsel assisting the nation, the council portfolio holder responsible for Child and Family Services, as well as the Galagpothla Family Services Society.

### Summary:

- The title of this position is the *Aux'stila du gingananam* coordinator.
- This is a full-time position, employee or contract position that will report directly to the Gwa'sala-'Nakwaxda'xw Nations Chief Administrator Officer.
- This position will have the initial terms of 6 months, with the possibility of extension.
- The pay rate will be the \$30 - \$50 hourly, based on experience.

### Primary Responsibilities:

- Policy and Legislation Development
  - Developing regulations under *Aux'stila du gingananam*
  - Identifying and advancing amendments to *Aux'stila du gingananam* as needed
  - Identifying and advancing government to government agreements respecting child and family services agreements including amendments to existing agreements as needed
- Executive Support
  - Briefing Council on child and family issues including reporting by and recommendations of Galagpothla Child and Family Services Society
  - Supporting Council to fulfill GNN's obligations under Coordination Agreements and *Aux'stila du gingananam*.
  - Assisting councillor who has responsibility for the Child and Family Services portfolio including support for implementation Committee under Coordination Agreement and negotiation of Child and Family Services Agreements.

### Instruction to Legal Counsel:

- Providing instruction to GNN's legal counsel respecting Child and Family Services.
- Ensuring Council understands and considers legal advice respecting Child and Family Services

### Coordination/Facilitation:

- Working collaboratively with other GNN departments (e.g. Health) and bodies (Elders) to ensure coordination of services and funding.
- Identifying areas to be addressed in MOU between GNN and Galgapothla Child and Family Services Society.
- Working collaboratively with Galgapothla Child and Family Services Society to support effective administration of and delivery of services under *Aux'stila du gingananam*

**Knowledge requirements:**

- Strong communication skills and demonstrate the ability to work collaboratively
- Strong analytical and organizational skills
- Aptitude for learning and commitment to professional development and growth
- Knowledge to GNN community, service delivery, governance, customs, protocols, and laws
- Establish positive relationships with community members
- Knowledge to external services and service agencies
- Knowledge to best practices in administration process

**Requirements:**

- Computer skills with MS Office software
- Written and oral communication skills
- Administrative and research skills and time management skills
- Accurate and efficient record keeping
- Work with confidentiality and sensitive information
- Work within a team environment
- Participate in internal and external committees as required
- Other duties as requires and assigned

Position at the Gwa'sala-'Nakwaxda'xw Nations is considered positions of trust. The selected candidate will be subjected to a 3-month assessment with a 6 -month probationary period at which time the performance of the candidate will be evaluated and the decision made to continue the contract for the remainder of the year. At the end of the contracted year, a further performance evaluation will be completed to determine whether the contract will be extended into the next year(s).

Send to: [deputycao@gwanaknations.ca](mailto:deputycao@gwanaknations.ca)

*Note: all applicants must submit their cover letter, resume, comprehensive Criminal record check and three references. Position posted until filled.*