



Bonaparte First Nation

CAREER OPPORTUNITY CULTURAL ENRICHMENT PROGRAM SUPERVISOR

We are looking for an individual that shares our community values and supports our vision for a healthy and safe community for our people.

Position:	Cultural Enrichment Program Supervisor
Department:	Social Development – Bonaparte Prevention Services
Reports to:	Chief Executive Officer and Social Development Manager
Term:	Permanent Full Time
Start Date:	As soon as a suitable candidate are found
Remuneration:	Salary will commensurate with Qualifications and Experience

About Bonaparte First Nation

Bonaparte First Nation (BFN), is a member band of the Shuswap Nation Tribal Council of the Secwepemc (Shuswap) people. The Nation is located west of Cache Creek on about 1,878 hectares of land. The Nation is separated into nine (9) sections and has a membership of about 970.

The Nation's main community is on the Bonaparte Indian Reserve No. 3 comprising 704 hectares, with 72 homes on-reserve, home for approximately 250 of our community members.

About Bonaparte Prevention Services

Primary objectives:

- Oversee, instruct, and guide Cultural Enrichment Coordinators as they fulfill their efforts to connect children and youth in ministry, group, or foster care with culture, community, and family.
- Facilitate healthy cultural and family activities, cultural accessibility, and awareness for the children of BFN.
- Oversee Coordinators as they implement programs, teachings, and community and family activities.

Key priorities:

- Program facilitation and Coordinator supervision.
- Individual and group family support.
- Cultural and traditional practices enrichment.
- Assess, direct, and provide individual group child and youth support services.

Outcome objectives:

- Children and youth who are healthy and happy
- Families feel supported and have access to the knowledge and resources they need to assist them and their children with reaching their full potential
- Children and youth experience healthy family and community connections



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- Children, youth, and their families have an enhanced sense of cultural belonging and connectedness.
 - Children, youth, and their families are socially engaged and connected to the BFN community.
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Cultural Enrichment Program Supervisor

Job Summary

The Cultural Enrichment Program Supervisor is in the Social Development Department primarily working with Bonaparte Prevention Services.

The successful candidate will work with the Coordinators, review their work, provide feedback and guidance, and provide them with insight as they coordinate activities to promote the Bonaparte history of the St'uxwtews people. The role is to facilitate the building of collaborative relationships with Elders, knowledge keepers, community members, and community service providers.

The Cultural Enrichment Program Supervisor acts as the reporting agent between the Cultural Enrichment Coordinators and the Social Development Manager. They provide program summaries and initiatives, relay feedback from staff and community members, and communicate, implement, and enforce management directives to the staff.

The Cultural Enrichment Program Supervisor is responsible for the day-to-day supervision and operation of the Cultural Enrichment Program. The Manager must oversee the department budget as provided by the Social Development Manager, develop program and individual workplans, preparing funding reports, and prepare program reports for Chief, Council, and senior management. The Cultural Enrichment Program Supervisor may also be required to participate in Management Team Meetings from time to time.

They must communicate and advocate for the cultural needs of the community as relayed to them by the Coordinators and community members, and help obtain the resources and services required to meet these needs. They must be culturally competent in the knowledge of Secwepemc territory, peoples, and their cultural traditions, including knowledge of cultural issues. They must have a proven ability to teach and share traditional cultural teachings with their staff and the community, specifically with children, youth and families.

Responsibilities

- Works collaboratively with the CEO, Social Development Manager, other departments and Managers, management, Elders, knowledge keepers, community members, and community



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service providers to facilitate the delivery of culturally appropriate programs and activities, as well as workshops, classes, and home-study opportunities for the community.

- Ensures cultural support services are delivered in accordance with BFN philosophies, policies, procedures, guidelines and protocols as well provincial legislation, regulations, and standards.
- Instructs management and staff regarding aspects of Secwépemc culture, knowledge, and understanding in the formation and development of effective relationships with children, families, and the community.
- Ability to speak Secwépemc Language (or be willing to learn)
- Maintain up-to-date filing and reporting systems.
- Provide monthly, quarterly, annual and intermittent program reports to the Social Development Manager for the Chief and Council and CEO of BFN.
- Manage schedules and communicate needs for any additional staff/coordinators that may be needed, to the Social Development Manager.
- Act as a resource and provide resources to ensure that cultural knowledge and practices are maintained for the community.
- Oversee and guide the Coordinators as they plan, organize, and coordinate cultural, traditional, and community activities, workshops, teachings, ceremonies, healing practices and programs for families, caregivers, and staff-persons.
- Facilitate obtaining necessary supplies, equipment, and materials to execute said activities.
- Attend and participate in staff meetings, seminars, and training sessions as required.
- Engage in effective and timely communication with management and other staff to ensure adequate coordination of activities.
- Ensures that children, youth, and families are aware of cultural resources available to maintain their cultural identities and practices.
- Comfortable with completing reports and complete monthly submissions to the to the St'uxwtews Newsletter.
- Confident preparing a strategic monthly work plan.
- Plan, deliver and facilitate group education and information sessions to community members, families, and outside agencies

Required Qualifications

- Minimum two (2) years experience managing funded programs in a First Nation Organization
- Minimum two (2) years experience supervising subordinate staff



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- Grade 12 or equivalent, with a minimum of 3 years related experience in the management of services for children and their families or a comparable human service program. A combination of skills, education and life learning experiences may be considered. Degree or diploma in Social work and/or Aboriginal Studies an asset but not required.
- Knowledge of Secwepemc/Bonaparte culture, traditions, and history.
- Proficient in program planning, coordination, facilitation and development of programs and activities.
- Knowledge of general office equipment and computer systems.
- Individual of Secwepemc ancestry with firm understanding, practice, and sharing of Secwepemc history, culture, traditions, ceremonies, principles, and values, is preferred.
- Knowledge of *Children, Family and Community Service Act and Regulations*, particularly as it relates to care plans and cultural preservation.
- General knowledge of *Child Protection Standards in BC*.
- Strong commitment to assist Secwepemc and other aboriginal children and families and First Nations communities by providing services in ways that respect Secwepemc cultural and spiritual practices.

Required Skills and Competencies

- Ability to work with persons of all ages and abilities, recognizing and respecting cultural diversity with understanding of diverse Aboriginal cultures and traditions.
- Effective communicator, both oral and written.
- Can take initiative to identify new challenges and opportunities.
- Able to work independently or in a team setting.
- Effective at maintaining interpersonal relationships.
- Knowledge of cultural issues and the ability to apply this knowledge to children, youth, and families.
- Ability to plan, deliver and facilitate group education and information sessions to community members, families, and outside agencies
- Working knowledge of various community agencies and resources available to Aboriginal children, youth, and families.
- Excellent planning, organization, interpersonal and liaison skills.
- Ability to maintain confidentiality.
- Strong critical thinking skills
- Delivers and follows through on commitments.



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- Continuously acquires and applies knowledge, skills, and abilities.

Working Conditions

- Able to work flexible hours, including some evenings and weekends.
- Travel in this position may be required.

Conditions of Employment

- Must be able to provide a clear CPIC, and Vulnerable Persons check Criminal Records Review Application prior to employment and submit such checks as required by Human Resource Policy
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance.
- Must sign an Oath of Confidentiality.

How to Apply

Closing Date and Time: November 12th, 2021

Please provide cover letter and resume via email to:

Kimberly Pierro, HR Coordinator at Payroll@bonaparte.band.

Supplementary information such as certifications, licenses, proof of driver's abstract etc... may be requested should you be selected for an interview.