

# CARRIER SEKANI FAMILY SERVICES

<b>JOB DESCRIPTION – SUMMER STUDENT</b>
<b>PROGRAM DESCRIPTION</b>
In accordance with the Mission Statement of Carrier Sekani Family Services; the program is responsible for delivering programs and services using a holistic model of care and practicing in a culturally respectful and safe manner.
<b>JOB DESCRIPTION</b>
<b>PURPOSE OF THE POSITION</b>
The Summer Student provides hands on support for programs that they have been assigned to.
<b>RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Report to their program manager for a list of tasks to be completed daily and weekly</li><li>• Ensure that the program is serving clients to the best of their ability</li><li>• Understand and learn about the CSFS program they are temporarily working for</li><li>• Administrative support for their program manager or program staff they are designated to work under</li><li>• Prepare, key in, edit and proofread written correspondence</li><li>• Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations</li><li>• Schedule and confirm appointments and meetings of employer</li><li>• Order office supplies and maintain inventory</li><li>• Answer telephone and electronic enquiries and relay telephone calls and messages</li><li>• Maintain manual and computerized information filing systems</li><li>• Record and prepare minutes of meetings</li><li>• Arrange travel schedules and make reservations</li><li>• Assist with Coordinating events</li><li>• Assist with Cultural activities</li><li>• Assist with other duties required by program supervisor</li></ul>
<b>KNOWLEDGE, SKILLS, AND ABILITIES / PREFERRED SKILLS</b>
<ul style="list-style-type: none"><li>• First Nations Culture and traditions (specifically Carrier and Sekani)</li><li>• Ability to work independently and within a team setting</li><li>• Excellent oral and written communication skills to compose business correspondence</li><li>• Maintain confidentiality concerning employee files</li><li>• Ability to prioritize, manage time and organize</li><li>• Ability to multi-task and maintain focus despite interruptions</li><li>• Familiarity with office equipment including copiers, scanners and printers</li><li>• Strong facilitation skills</li><li>• Commitment to supporting lasting and meaningful reconciliation in Canada as per the Truth and Reconciliation Commission (2015) and BC's Declaration on the Rights of Indigenous Peoples Act (2019).</li><li>• Knowledge of the historical, social, economic, and political impacts on Indigenous communities and familiarity with Indigenous Cultural Safety and anti-racism initiatives and accompanying reports (BC DRIPA, TRC, etc.).</li></ul>
<b>QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS</b>
<ul style="list-style-type: none"><li>• Is between 18 and 30 years of age (inclusive) at the start of employment</li><li>• Was registered as a full-time student during the preceding academic year</li><li>• Intends to return to school on a full-time basis during the next academic year</li></ul>

## CARRIER SEKANI FAMILY SERVICES

### WORKING CONDITIONS

- Occasionally lift and/or move equipment and boxes up to 25lbs
- Reading and use of the computer
- Some travel may be required
- Some office locations may be in a cultural camp setting located on a logging road

### SPECIAL CONDITIONS

- Initial and on-going employment is subject to submission of a clear Criminal Record check. Criminal Record Check must be conducted every three years.

### TOOLS/ EQUIPMENT

- Use of computer and accessories; Windows Operating System, various software applications (including MS Office suite and Adobe). Use of adding machine, photocopier/fax machine, tele health, safety devices when traveling and other office supplies.