



# EMPLOYMENT OPPORTUNITY

**Scw'exmx Child and Family Services Society (SCFSS)** is family-centered and guided by n̓eʔkepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

**As an Indigenous organization serving the n̓eʔkepmx and syilx communities, SCFSS prioritizes the hiring of n̓eʔkepmx and syilx community members.** Following community member priority and pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry.

---

## FAMILY CIRCLES COORDINATOR

---

**Status:** Full-time | Permanent  
**Hours:** 35 hours per week | 8:30am - 4:30pm | Monday - Friday  
**Wage:** Range: \$35.11 - \$39.79 | Starting salary commensurate with experience  
**Benefits:** Comprehensive Benefits Package | Public Service Pension Plan  
**Location:** Merritt, BC

---

### POSITION SUMMARY

Scw'exmx Child and Family Services Society (SCFSS) is seeking a Family Circles Coordinator (FCC) to join our team. The Family Circles Coordinator has an integral role in ensuring supports and safety for children, young people and families while preserving the family unit. As a Family Circles Coordinator you will come together with the immediate family, extended family, members of the community, SCFSS, and other relevant professionals to promote cooperative planning and decision-making to rebuild a family's support network. The Family Circles Coordinator will create and implement casework plans, provide services that promote the family unit, make referrals for other community resources, facilitate Family Group Conferences, mediation, and other dispute resolution mechanisms, and maintain case records. The Family Circles Coordinator develops positive working relationships with community groups, agencies, and other organizations, and provides public education at the community level.

---

### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Responsible for the planning and coordination of family circles for cooperative planning and decision-making to rebuild a family's extended support network.
- Support families in the development and implementation of family plans.
- Collaborate and coordinate services with community resources; increase collaborations between community agencies/entities in proactive efforts for family support.
- Implement routine consultation with Resident Elders for services and programming support.
- Ensure practices are culturally safe, reflective of intergenerational impacts, and trauma-informed practice in alignment with syilx and n̓eʔkepmx culture and traditions.



# FAMILY CIRCLES COORDINATOR

- Ensure regular reporting requirements are met to the Family Team Leader, funding bodies, and appropriate agencies to produce appropriate documentation.
- Develop, monitor and update an annual Personal Development Plan aligned with SCFSS's strategic priorities in the Strategic Plan.
- Integrate the nle?kepmx Framework of Practice and the syilx Child and Family Plan in family services.
- Receive regular consultation and review with the Family Wellness Team Leader including an Annual Performance Evaluation.

---

## JOB REQUIREMENTS

- Clear Criminal Record check and MCFD Prior Contact Check required before commencement of employment.
- Valid Class 5 BC driver's license without restrictions.

---

## EDUCATION & EXPERIENCE

- Degree in Social Work, Human Services, or a relevant field to the work performed. A combination of education, experience, and training will be considered.
- Minimum two years of experience working with Indigenous families and communities.
- Minimum of one year of experience developing and facilitating programs and workshops.
- Demonstrated knowledge of syilx and nle?kepmx cultural practices and protocols.

---

## MINIMUM REQUIRED COMPETENCIES

- Ability to create an environment where open, honest communication is valued and supports the development of strong, cooperative relationships.
- Applied skills in planning, developing, coordinating and facilitating groups.
- Comprehensive understanding of local Indigenous culture and traditional approaches to be used in coordination with Western standards.
- Possess the ability to work in crises and de-escalate situations effectively.
- Ability to maintain confidentiality, diplomacy, and objectivity when communicating and interacting with children, families, colleagues, leaders and communities.
- Effective time management skills, strong professional boundaries and quick and efficient problem-solving
- Sensitivity to the historical and systemic impacts on Indigenous families and communities and promote healing from intergenerational trauma.

---

## APPLY NOW

- Applications can be submitted by emailing a resume and cover letter to [jobs@scwexmx.com](mailto:jobs@scwexmx.com).
- We thank all candidates for their interest, but only those selected for screening will be contacted.