

**ANABIP Administrative Assistant Job Description
(REVISED May 2017)**

EXTERNAL POSTING - 1-year term with option for annual extension

Posted Date: Thursday May 25, 2017

Closing Date: Friday June 9, 2017 @ 4:30pm

Submit Resume + Cover Letter to the OW Front Desk or electronically to:

Diana Creyke (Diana.creyke@wetsuweten.com) or

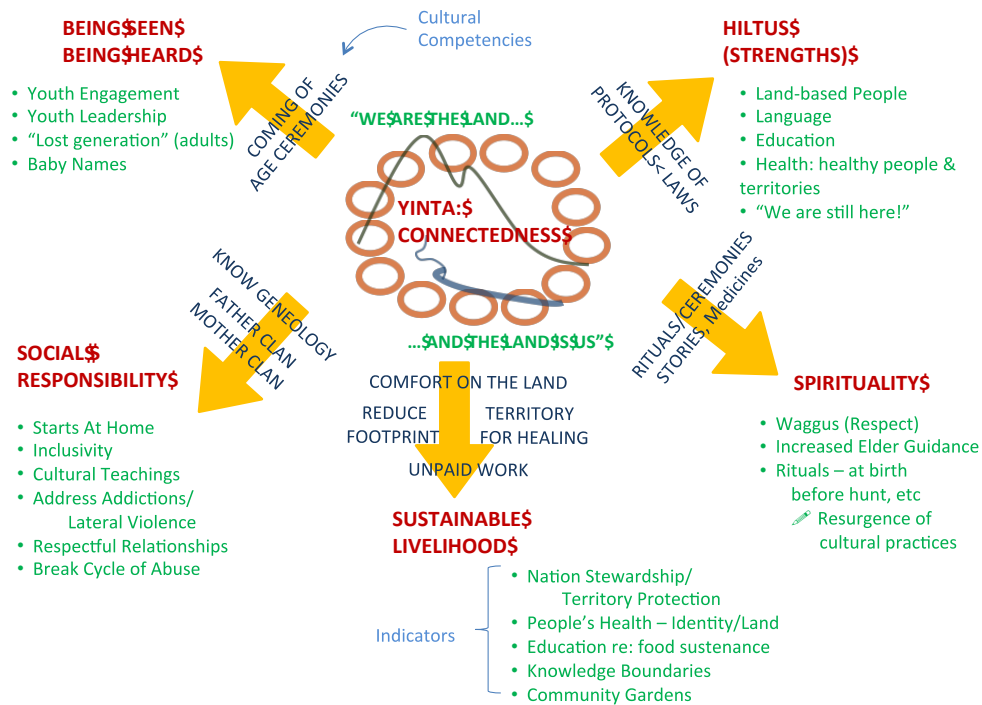
Ian Michell (Ian.michell@wetsuweten.com)

Program Summary: The ANABIP program is MCFD-funded that focuses on providing both **practical and cultural interventions** to support Wet'suwet'en families in need. The ANABIP team provides direct services to individual children, youth and families as well as facilitates community wellness activities and camps. ANABIP provides practical interventions (i.e. "meets clients where they are at") with the purpose of leading to cultural interventions. Many children, youth and families in need are also the most culturally disconnected. ANABIP's work focuses on closing that gap so that children, youth and families can build resiliency by becoming culturally stronger. The ANABIP program provides intensive supports to children, youth and families involved and/or at risk of becoming involved with MCFD child protection to develop culturally-grounded solutions in order to manage risks, facilitating house group/Clan decision making processes, and providing trauma-informed opportunities for healing and wellness. The ANABIP program is a practice application of the Wet'suwet'en Wellness Working Group, which has developed the Wet'suwet'en Holistic Wellness Conceptual Framework (see below).

Position Summary: By utilizing the Wet'suwet'en holistic wellness conceptual framework, the ANABIP Administrative Assistant provides administrative support to the Wet'suwet'en Wellness Working Group and to the ANABIP team to ensure efficient implementation of direct services to individual Wet'suwet'en children, youth and families.

Reporting Relationships: The ANABIP Administrative Assistant reports directly to the ANABIP coordinator.

Wet'suwet'en Holistic Wellness Conceptual Framework



PRIMARY RESPONSIBILITIES: By utilizing the Wet'suwet'en holistic wellness conceptual framework, the ANABIP Administrative Assistant carries out the following duties and activities:

- Arranging logistics for the Wet'suwet'en Wellness Working Group meetings including travel, catering, taking meeting minutes;
- Assisting ANABIP Coordinators with tracking systems re: timely implementation of work plan benchmarks, monitoring budget, timesheets and leave management for ANABIP staff, cultural expert contractors, etc.;
- Assisting the ANABIP team by taking notes for clinical supervision sessions, monthly practice meetings with MCFD, and other meetings as needed;
- Assist Clinical Manager with administrative duties relating to implementation of Wellness Working Group's Service Transformation Work Plan;
- Assisting ANABIP team with report writing and creating presentations (i.e.: power point) for meetings and community engagements;
- Assist ANABIP frontline workers with uploading information onto the ANABIP database system;
- Developing an effective and easily accessible file management system for photographs from land-based camps;

- Completing administrative duties related to cultural camps including: completing criminal record checks for contractors, completing contracts for contractors, managing registration, promotional material to advertise camps, camp-checklists, maintaining effective inventory of camp supplies (tents, sleeping bags, cook station, etc.);
- Engaging in and promoting Wet'suwet'en cultural practices (i.e. Wet'suwet'en Governance System, Food Harvesting, Chief and Clan member social responsibilities);
- Assisting ANABIP frontline workers with administrative duties relating to group projects (i.e. youth engagement, women's empowerment, men's wellness, Elder's gatherings, etc.) including preparing planning documents (work plans) and final reports after the events are concluded;
- Understanding and complying with Human Resources and Finance Policies.

QUALIFICATIONS:

Knowledge & Experience:

Wet'suwet'en Cultural Education: Demonstration of cultural knowledge of the governance system, language, cultural protocols for caring for children/youth, and food harvesting experience. The successful applicant must be an active participant in the Feast Hall and demonstrate a commitment to life-long cultural learning.

Western Education: Demonstration of knowledge and skills through completion of bookkeeping and office procedures combined with related financial and administrative experiences. Equivalencies will be considered. Knowledge of organizational processes such as MCFD, Northern Health and Ministry of Education are assets.

Skills & Abilities: The successful candidate will present a clear and up-to-date criminal record and drivers abstract and complete the required MCFD privacy training within a month of hiring. The successful candidate enjoys working in a team environment and is able to set healthy boundaries, take calculated risks, engage in reflective practice, take personal responsibility for wellness, and promote/support the wellness of the ANABIP team.

Personal Qualities: Empathic, resourceful, flexible, team player, accountable, creative, innovative, and a positive role model in community regarding Wet'suwet'en wellness.