



Summer Job Opportunity

SFN Family Advocate Summer Workers

8 weeks starting July 5, 2022

SFN is looking for (2) Family Advocate Summer Workers. This position is responsible for assisting the Family Advocate and She'eye'tun Coordinator to provide social services and support to families and children and assist them in finding the resources and skills needed to increase family and children well-being.

SKILLS AND ABILITY REQUIREMENTS:

- ✓ Ability to maintain the confidentiality of sensitive information.
- ✓ Ability to take direction well and demonstrate initiative.
- ✓ Excellent interpersonal and communication skills.
- ✓ Ability to work with limited supervision.
- ✓ Prioritizing skills in order to ensure that tasks/projects are completed as requested on a high-to-low priority basis.
- ✓ Active Listening Skills.
- ✓ Ability to operate standard office equipment, including personal computer, photocopier, scanner and fax machine.

QUALIFICATIONS:

- ✓ Advance knowledge of Word, Excel, spreadsheets, databases, and other software.
- ✓ Experience working with children and youth.
- ✓ Culturally competent; aware of Stz'uminus culture and traditions.
- ✓ Must undergo a Criminal Record Check as a condition of employment.
- ✓ Social Insurance Number (SIN) Required.
- ✓ Knowledge of the Child, Family and Community Services Act is an asset.
- ✓ First Aid Level 1 is an asset.

Please submit a cover letter and resume to:

Attention: Human Resources Advisor
12611 Trans Canada Highway, Ladysmith BC V9G 1M5
Fax: 250-245-3012
E-mail: resumes@stzuminus.com

Deadline for applications: **Wednesday June 29, 2022 at 5:00 p.m.**

Only short-listed applicants will be contacted. No phone calls please.