

Kitselas/Kitsumkalum Community Engagement Hub is Hiring!

Posting Date: Friday, December 2nd, 2011

Closing Date: Friday, December 9th, 2011

The Kitselas/Kitsumkalum Hub has funding to do a community consultation process. This work will guide the development of a Map of Community Health Assets, a Community Needs Assessment and a Community Health Survey. The Hub is hiring several key positions to help carry out this work:

- 1 Health Mentor
- 4 Health Surveyors
- 1 Media Assistant

This process will involve a lot of community meetings; candidates must be available to work some evenings and weekends.

Each position will be hired at 17 hours per week for a 13 week duration - beginning Tuesday, January 3rd, and ending Friday, March 30th, 2011.

Please Note: *As these positions are aimed specifically at increasing capacity in the community, only community members may apply.*

Anyone interested should indicate which position they are applying for and forward a copy of their resume to Therese Hagen, Kitselas/Kitsumkalum Community Engagement Hub Coordinator, at t.hagen@kitselas.com, or by fax to: (250) 635-5335, or in person at the Gitau Band Office or the Satellite Health Station in Kulspai.

Specific qualifications are as follows:

Health Mentee:

Rate: \$18/hr.

The Health Mentee will work with the Hub Coordinator to plan and carry out the Asset Mapping and Community Needs Assessment process. This position works to increase community capacity by leaving the skills necessary to plan and evaluate a community needs assessment and community health plan, with a community member. This is an ideal professional development opportunity for someone already working within the area of health (or for someone who has previous health experience), but it is not limited to those individuals only. Anyone interested in the health of their community and in health administration is encouraged to apply. Current staff interested can speak to their supervisor about adding this to their existing duties or taking a secondment (temporary leave of absence from their position) in order to gain this valuable experience.

Those applying must exhibit the following qualifications:

- Organizational skills – there is a great deal of planning, scheduling and structure involved in creating these deliverables
- Independent worker – although there will be supervision and guidance in the overall process, much of the work will be done individually and will require independent thought and action
- Reliable – work is done according to a work plan and work must be accomplished within the right time frame
- Portable – much of this work requires travelling out to community members and events; the qualified applicant must have a current BC driver's licence and access to a reliable vehicle
- Effective communicator – helping people think and talk about health needs requires an effective communicator
- Interpersonal skills – much of the work involved will require communication with outside stakeholders (health agencies and services in town); as such, the qualified individual must have good interpersonal skills and represent the organization well
- Flexible – able to work evenings and weekends if necessary
- Knowledgeable – having a sound understanding of your community is a must when working in this position

Surveyors:

Rate: \$15/hr.

Surveyors will work with the Hub Coordinator to plan and carry out the Community Health Survey. The surveys have already been developed; surveyors will be key in getting community members to participate in filling out the surveys. No prior health experience is necessary, but may be helpful in your ability to talk about and assist the filling out process. These positions are very hands on and will focus mostly on talking to community members. The survey itself will give the Band baseline health information (statistics and data) that can then be used to state our health needs and allow us to compare to BC and National averages.

Those applying must exhibit the following qualifications:

- Confidentiality – while assisting some Band Members to fill out their surveys, surveyors will be privy to highly confidential information; as such, a solid understanding of the need for privacy and the strict adherence to confidentiality is a must
- Organizational skills – we aim to reach every Band Member (whether they live on-reserve or off) and keeping track of surveys and respondents will be key
- Independent worker – although there will be supervision and guidance in the overall process, much of the work will be done individually and will require independent thought and action
- Reliable – work is done according to a work plan and work must be accomplished within the right time frame
- Effective communicator – getting people to see the value and participate in the survey will require an effective communicator
- Interpersonal skills – most of this work will be done one on one and may require assisting individuals in filling out their surveys; as such, the qualified individual must have good interpersonal skills and represent the organization well
- Flexible – able to work evenings and weekends if necessary
- Knowledgeable – having a sound understanding of your community is a must when working in this position

Media Assistant:

Rate: \$15/hr.

The Media Assistant will work with the Hub Coordinator, contractors and business supply retailers to create visual aids to communicate the work of the Community Engagement Hub. The job entails taking photographs of community events to be used in visual displays and pamphlets; working with business supply retailers to create visual media aids such as posters; overseeing a logo contest; creating and maintaining a Facebook page to communicate the work of the Hub; and to work with the Hub Coordinator to hire a contractor to create a Hub website.

Some working experience with visual arts is recommended, but not necessary. If you can show us you have the interest and the skills to do the job, we will consider you. Some writing experience is preferred.

Those applying must exhibit the following qualifications:

- Creativity – an eye for what looks good and what draws people in
- Organizational skills – being able to keep on top of several projects at once and making sure businesses we work with do the work on time
- Independent worker – although there will be supervision and guidance in the overall process, much of the work will be done individually and will require independent thought and action
- Reliable – work is done according to a work plan and work must be accomplished within the right time frame
- Effective communicator – being able to communicate what you want a retailer or contractor to do will be very important
- Interpersonal skills – friendly, helpful and must represent the organization well
- Flexible – able to work evenings and weekends if necessary
- Knowledgeable – about social and visual media.