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Yuutu?it?ath

# Umacuk YG News

Volume 13, Issue 13 | December 2023

[www.ufn.ca](http://www.ufn.ca)

## HOLIDAY OFFICE CLOSURES



**Cixwatin and huu?atu Health Centre closed:**  
**Friday, December 22, 2023 at 12:00pm**

**Centres return to regular hours:**  
**Tuesday, January 2, 2024 at 8:00am**



*Have a safe and joyous season!*

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## Closure and Contacts

Yuutu?it?ath Government offices, programs, workshops, and services will be closed as of 12:00pm on Friday, December 22, 2023, returning to regular hours at 8:00am on Tuesday, January 2.

In the following pages, there will be contacts for citizens who require patient travel, are having a problem with their water, emergency government connections, and a general line (non emergency) to send questions and request information.

Also provided are Mental Health Support contact lines that are available through the holiday season and year round.

We wish everyone a healthy and peaceful holiday and new year. We look forward to welcoming you back in the new year and sharing exciting information for the nation.

*!eekoo, !eekoo!*

# Looking for support?

Helplines & resources available year round.



## 310 Mental Health Support

- For emotional support, info and resources specific to mental health in BC
- Call: 310-6789 (no area code needed)

## Crisis Centre BC

- Distress Line: 1-866-661-3311
- For those who are or know someone having suicidal thoughts call: 1-800-784-2433

## Dr. Ted Altar - YG by appointment

- (250) 726-7343

## First Nations & Inuit Hope for Wellness Help Line - 24 HOUR

- 1-855-242-3310

## FNHA Doctor of the Day

- Call to book: 1-855-344-3800
- 7 days a week from 8:30am to 4:30pm

## KUU-US Crisis Line - 24 HOUR

- Adult/Elder Crisis Line: 250-723-4050
- Child/Youth Crisis Line: 250-723-2040
- BC Wide Toll Free: 1-800-588-8717

## National Indian Residential School Crisis Line

- 1-866-925-4419

## Tsow-Tun Le Lum Counseling, Culture Support

- 1-888-403-3123

## Suicide Crisis Line - 24 HOUR

- Call or text: 988

## Nurses Hotline - 24 HOUR

- 811

## Emergency - 24 HOUR

- 911

## Suicide Crisis Line 9-8-8

A Suicide Crisis Line has been released in Canada; 9-8-8 is a new connection for those experiencing suicidal thoughts or have a friend or family member in immediate need. *Learn more below.*

If someone is thinking or talking about suicide or death, or has a plan to end their life, it's important to seek help.

It's important to know that asking someone if they're thinking about suicide won't increase the risk. Asking can lead to important conversations.

Suicide is the result of many complex factors and these may be different from person to person. Although it's very difficult to predict who might end their life, signs and behaviours that suggest someone may need help include:

### Feeling:

- depressed
- that they are a burden
- like they have no purpose in life or reason for living
- trapped or that there's no other way out of a situation

- hopeless about the future or like life will never get better

### Behaviours such as:

- being agitated
- changing eating habits
- changing sleeping habits
- giving away their possessions
- increasing substance use, like drugs, alcohol and inhalants
- withdrawing from family, friends or activities they normally enjoy
- saying goodbye or talking about what will happen after their death
- anxiety or significant mood changes, such as anger, sadness or helplessness
- talking about being a burden to someone or about being in unbearable pain
- increasing high risk behaviours such as reckless driving, dangerous sports or activities

**There is help if you need to talk and you:**

- have emotional pain
- are not feeling like yourself
- know someone who needs help
- are experiencing emotional distress

**You can contact the following organizations:**

**9-8-8: Suicide Crisis Helpline**

If you or someone you know is thinking about suicide, call or text 9-8-8. Help is available 24 hours a day, 7 days a week.

**9-8-8: Suicide Crisis Helpline offers support that is:**

- bilingual
- trauma-informed
- culturally appropriate
- available to anyone in Canada

**Kids Help Phone**

Call 1-800-668-6868 (toll-free) or text CONNECT to 686868.

Available 24 hours, 7 days a week a day to Canadians aged 5 to 29 who want confidential and anonymous care from professional counsellors.

Download the Always There app for additional support or access the Kids Help Phone website.

**Hope for Wellness Help Line**

Call 1-855-242-3310 (toll-free), connect to the online Hope for Wellness chat, or text WELLNESS to 741741. Support is

available 24 hours a day, 7 days a week.

Available to all Indigenous peoples across Canada who need immediate crisis intervention. Experienced and culturally-sensitive help line counsellors can help if you want to talk or are distressed.

Telephone and online counselling are available in English and French. On request, telephone counselling is also available in Cree, Ojibway and Inuktitut.

**How to help someone in emotional distress**

Talking honestly, responsibly and safely about suicide can help you determine if someone needs help. If you want to help someone experiencing emotional distress, try:

- connecting them with a:
  - crisis line
  - counsellor
  - trusted person
- letting them know you care
- listening and showing concern
- talking with them and reassuring them that they're not alone

Information has been extracted from and can be found at: [www.canada.ca/en/public-health/services/suicide-prevention/warning-signs.html](http://www.canada.ca/en/public-health/services/suicide-prevention/warning-signs.html)

# HOLIDAY CLOSURE CONTACTS



**Director of Operations**  
(250) 266-8899

**Public Works Emergency**  
(250) 726-6518

*Public Works emergency line is for water related disruptions only.*

**Community Services**  
(250) 266-1399

**Patient Travel**  
mpt@ufn.ca . Fax: (250) 726-7552

*Communications@ufn.ca will be monitored at select times, not for emergency use.*



**Cixwatin Centre and huuᑦātu Health Centre, programs, and clinics are closed and will re-open Tuesday, January 2, 2024 at 8:00am**

# LOGO CONTEST



## Calling all Yuuṭu?iṭ?ath Artists!

Lands and Resources is asking all Yuuṭu?iṭ?ath artists and creative minds to submit a LOGO to represent the Department!

### **LOGO MUST INCLUDE:**

Marine life and land animals

### **DEADLINE:**

**TUESDAY, JANUARY 2, 2024**

ALL submissions will receive an entry prize.  
Logo winning prize to be announced!



### **SUBMIT ENTRIES TO:**

Catie.Bateman@ufn.ca or drop off to Cix<sup>w</sup>atin Centre Reception

# Indigenous Support Worker

## *Kathleen McCarthy Returns to Ucluelet Secondary School as an Indigenous Support Worker.*

*Written by: Mark McDonald*

**Kathleen McCarthy is back** at Ucluelet Elementary School. Not as a student, as she graduated from both the elementary and secondary sections of the school, but now as an Indigenous Support Worker. And Kathleen is very happy to be in her new position.

“It’s really exciting,” Kathleen says. “I felt bad leaving my last job (as an Administrative Assistant in the Community Services department at Ucluelet First Nation), but it’s bittersweet. I really enjoyed working with the Health Department, talking with the people and learning more. I really enjoyed my welcome at Ucluelet Elementary School, where I can reach as many minds as I can who have not had a lot of opportunity to experience our culture.”

“It’s hilarious actually as there are a few elementary teachers that taught me when I was there, and also some when I was in secondary school,” she adds. “They’re very happy to see me back.”

Kathleen started her new position in mid-October, and part of her responsibilities is making sure Ucluelet’s culture is spoken about, and readily available to share with students.

“I’m working on half-hour presentations with each class,” she states. “With 10 classes, it takes 2 days to go through all of the classes.

“Right now I am working on a presentation about the cedar tree, as I am trying to share some cultural values and activities that I remember doing when I was growing up. My goal is by spring time next year I will be able to teach the students to make cedar bracelets and headbands. “We will also be introducing sharing/talking circles to the students. That will be a palatable way to talk about respect and sharing.”

Kathleen has also been incorporating the Nuu-chah-nulth language into her presentations. She is giving students homework during the holidays to find out what their parents and grandparents names are.

“I’ve asked a handful of students about their parents’ names, and they don’t know – they only know them as Mom and Dad,” she notes. “That’s adorable, but it’s really important for them to know about where they came from. I remember growing up and having people constantly ask us what our parents’ names were, and where we were from. I really wanted to encourage students to learn about who

their parents are.”

“I really want to connect with them and encourage them a lot, and build up their self-esteem and confidence levels.”

Kathleen recalls when she was in elementary school, workers like Linda Marshall and Gertrude Touchie would pull her out of class to do beading and looming and other cultural skills.

“It was awesome, and to be able to include all of the kids in the classroom now would be great to do,” she says. “I learned about cedar stripping when I was around 12, and when I returned to it this year it came back very naturally and was fun. We did some grass weaving, making a tiny basket with a familiar pattern that I had learned back when I was a kid.”

Kathleen has already done presentations on bannock and bull kelp with the students.

“They made some bannock, but they made it for the next class coming in,” she explains. “I taught them that any time you’re making it, you’re making it with love and intention and care. You’re not angry, and you’re not putting impatience into your work.”

She has also done some seafood harvesting with the students.

“We plan to get more kids out in the springtime and summer to do some beach walks with me,” she says. “What I like to do is learn about medicinal plants like salal, usnea, and others found on the west coast. I want the children to know what medicine is available around them.”

She hopes to have some of the UFN students attend an Elder’s luncheon in January.

“In the long run they need to know how we can be sustainable where we are, by respecting the environment and respecting each other. These are a couple of our important traditional values I heard growing up.”

As Administrative Assistant in the Community Services Department, Kathleen McCarthy enjoyed looking after citizens. “I was calling people looking for doctor appointments, or for eye doctors,” she notes. “When people were looking for resources, they could call the huupatu health centre and I



*Pictured: Kathleen McCarthy in her previous role as an Administrative Assistant for Yuułu?i?ath Government*

directed them to where they need to go for certain health questions or connected them with the health professionals that work in community.”

She also helped on doctor clinic days as admin assist at the huupatu Health Centre.

Kathleen is also setting her sights much further down the road, as she is continuing her education to become a health-care professional which will enable her to help with health care for UFN citizens even more in the long run.

Kathleen sees great benefits in preventative health care, and focusing on pro-actively educating people about healthier lifestyles that can help avoid more serious health issues down the road.

“I believe in holding educational meetings about preventative health care,” she notes. “That will help people live healthier, and live happier and longer.”

As a former long-term care facility worker, she is concerned about the level of care that some patients are receiving.

“I didn’t see them caring for people all the time like they should,” she states. “We really should be trying to keep people at home as long as they prefer (also if it’s safe to do so), as this is their safe space. It is so important to respect our elders, and meet them on their own level.

“I’m a really chatty person, and I am always telling people to advocate for themselves in healthcare settings and other people when they can (also if it’s appropriate), because at the end of the day, this is your life, and your personal health is so important.”



# Flash Back to Summer 2023

## *Ethan Joseph Recalls a Successful Summer Camp.*

*Written by: Mark MacDonald*

**Ethan Joseph had a great summer** guiding the Yuułu?if?ath Summer Camp this year

“The favourite things for me were the trips, as this gave a lot of the kids who don’t get a chance to get outside the community the opportunity,” says Ethan, who has been a Youth Worker Assistant since 2015 for UFN, and is finishing up an Indigenous Studies diploma at Camosun College before heading on to the University of Victoria.

“They always love surfing, and although we didn’t get to do too much this year as it was kind of a last minute thing. But that’s always something the kids love,” he recalls. “We also stopped at the Taylor River rest stop, and there’s a big cliff there, so they can jump into the river. They wanted to do a lot more of that.”

Ethan notes the summer camp is about eight weeks in length, and is generally five days a week, seven hours a day.

“We had 20 kids this year, and usually in the past with Covid we had about 5-8, so this year it was a big jump,” he says.

“Since I first started, it was a lot more limited in the scope of things we did at the beginning. There wasn’t a lot of the cultural activities that we do now. Having been a part of it for so long, I just wanted to see more things added to it, so the kids can see new things and enjoy as many activities as possible out there and see what they like.”

Ethan also loved doing work with the very successful and popular Warriors Program.

“We’ve been making new challenges for the Warriors, so I was getting involved with that,” he says, noting his personal favourite was drum making. “I was getting involved to show the importance of it, and it was great to have our lead singer there with us, showing the Warriors the importance of that.”

Ethan was also working with the Warriors in the bush before the summer.

“We made it so our youth could do axe throwing, archery, use a sling shot, and spend some time out in nature,” he explains. “Hopefully that’s something we can keep building on to give them experience and build up their confidence, as we show them the other things that Warriors do.”

The Yuułu?if?ath Summer Camp was full of action his year.

“It was an action-packed summer,” she says. “It was probably the biggest program content we’ve had yet,” says Community Wellness Coordinator Gloria Valentine, who oversaw the Summer Camp. “We were trying to make up for lost time. Every time we did it during Covid, we had lower attendance. A lot of the children said they had a lot of fun. They felt like it went by way too fast, and enjoyed it.”

Camp was held from July 4 to August 17 Monday to Friday from 9 a.m. to 4 p.m., and everyone would meet at Cix˘atin Centre each day.

Ethan Joseph, Deagan Thompson and Katie Burden supervised youth and facilitated the activities for summer program, which had 23 children take part – the highest number of participants since Covid. We had to restrict number of participants due to limited staffing and transportation for program.

Activities included: Basketball Clinic, Picnic Swim days at Kennedy Lake, Qualicum Beach campout, Bears’ Lair Youth Entrepreneurship training, University of Victoria Science Camp, Drum Making with Carey Cunneyworth and Language games with Jeneva Touchie (both from the Culture and Heritage Department), field trips to the Wave Pool and Echo Pool, River Rock jumping, Stand Up Paddle Boarding, Surfing, Fun indoor/outdoor games with Youth from Christ Community Church in Ucluelet (Wonder Wednesdays), UFN Warrior games presentation and more.

“We look forward to another action packed summer in 2024,” Gloria says.

*Additional images of the Summer Camp can be found in the September edition of Umacuk YG News.*



# Urban Holiday Dinner

## Highlights from the Urban Holiday Dinner.



The Yuuṭuʔiʔath Urban Holiday Dinner was held at the Athletic Hall in Port Alberni, on Thursday, December 8.

Yuuṭuʔiʔath (Government) staff, citizens, dancers, and singers joined their urban family for a dinner and cultural event, topping off the evening with a visit from Santa Clause, for the children.

The event was well attended and we would like to thank all for joining this holiday season! We hope everyone enjoyed their meal and activities. ʔeekoo, ʔeekoo!

We would like to acknowledge all Yuuṭuʔiʔath Government staff, especially Gloria Valentine, Michelle Touchie, Rose Aday-McCarthy, Yanny Poilievre, for organizing and executing the event; Jeneva Touchie for her hosting and Lindsay McCarthy Sr. for leading cultural song and drum.

Please enjoy a series of snapshots, provided by Rose Aday-McCarthy, Communications Coordinator.





# Hitacu Holiday Dinner

*Highlights from the hitacu Holiday Dinner.*



Another well attended, Yuutu?it?ath Holiday Dinner, was held in the community of hitacu.

Yuutu?it?ath citizens, dancers, and singers joined together for cultural song and drum, and welcomed another visit from Santa Clause.

We would like to acknowledge all Yuutu?it?ath Government staff and citizens for helping make an event happen and creating many more memories for the children. There were many additional helpers in the kitchen, to make sure the community was well fed.

*Ķeekoo, Ķeekoo!*

*Images this page: Melissa Boucha*



## hitaču Holiday Dinner cont.



# 2023 q<sup>w</sup>ayačik?iis Potlach

## q<sup>w</sup>ayačik?iis Childcare Centre Host Potlach



The q<sup>w</sup>ayačik?iis Childcare Centre hosted a potlach in the community of hitaču early December.

Initiated by Skylene Patrick, the potlach was superseded

by interim q<sup>w</sup>ayačik?iis Childcare Centre Assistant Manager Marisa Mack and acting Manager Freda Thomas. With the assistance of Lindsay McCarthy Sr. and the Childcare Centre staff (Marylise Frechville, Jada Touchie, Catherine Frank, Kaila Black (Mack), and Physiotherapist Lisa Kudla), the potlach was a community success!

With many others to recognize for such a well received event, a full story included in the next Umacuk Magazine, scheduled for release in January 2024. Please enjoy a selection of images from the potlach with more to follow.

*Images provided by Nicolas Meunier and Melissa Boucha*





**NTC COVID-19  
YOUTH  
PHOTOVOICE  
RESEARCH PROJECT**

**\$75  
GIFT  
CARD\***

**WORKSHOP WEDNESDAY, DECEMBER 20**

3:30-5:30pm @ the Mini Bighouse

**Yuutu?it?ath youth ages 12-30**

Share photos representing your COVID-19 pandemic experience and what they mean to you.

Contact: [Kimberly.Touchie@ufn.ca](mailto:Kimberly.Touchie@ufn.ca) / (250) 266-4695

\*GIFT CARD FOR VALID, COMPLETE PHOTO & WRITE-UP SUBMISSION

# HITAĆU RODENT CONTROL



## Help keep rodents away!

Rodents come into homes looking for food and items used for warmth. By removing and managing food sources, you can reduce the likelihood of rodents entering your home.

### TIPS

- Keep rodents out of your house; check inside and outside for small and large gaps or holes. Mice can fit through a hole the width of a pencil (1/4 inch or 6 millimeters in diameter).
- Seal gaps inside and outside your home.
- Keep food off floors, tables, counters and seats.
- Keep food sealed tightly.
- Keep a tidy household inside and out. Garbage acts as an attractant for all forms of pests and wildlife.
- Keep organics and garbage bins locked.
- Find respectable sources of home rodent control.
- Speak to your nearest pest control.

**Pest Control for Ucluelet and hitaću**

**Far West Pest Control Services: (250) 730-0909**

### AVOID

- Throwing food out home or car windows, leaving food unattended and loosely sealed.
- Using bait boxes; can act as a bear attractant.
- Using poison; it is illegal, can cause environmental harm, rodents may die in the walls, and consumption by household pets can result in death.



**FOR MORE INFORMATION CONTACT:**

**Assets Department: (250) 726-7342**



# Employment Opportunities

Join our team at Yuułu?ił?ath Government  
Ucluelet First Nation!

[ufn.ca/jobs/](http://ufn.ca/jobs/)

## We are hiring for:

**Infrastructure Program Manager**  
Assets Department

**Human Recourses Manager**  
Administration Department

**Administration Coordinator**  
Administration Department

**Education Manager**  
Social Services Department

**Early Childhood Educators**  
q<sup>w</sup>ayaćiik?iis Daycare Centre

**Yuułu?ił?ath Government  
Review Board Members**

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Send your resume and cover letter to:  
[director@ufn.ca](mailto:director@ufn.ca)



# Employment Opportunity

## Infrastructure Program Manager

### Position Summary

The Infrastructure Program Manager is responsible for the direct planning, coordination, and oversight of all capital and infrastructure projects to include new housing developments and other developments to include the coordination and oversight of supporting infrastructure such as water, sewer, and hydro.

This position is a term position that will include requiring the Infrastructure Program Manager to collaborate internally and externally to develop plans for the construction of new housing subdivisions, modular home park, and other developments as assigned (e.g. market housing).

### Primary/Core Responsibilities

Performs all duties and responsibilities in accordance with the Yuutu?it?ath Government ("YG") policies, standards, practices, and procedures, as directed by the Director of Capital Infrastructure and Asset Management or designate as assigned by the Director of Operations. Areas include:

- Program Coordination and Management
- Capital Project Coordination and Management
- Land and Infrastructure Developments

Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Director of Capital Infrastructure and Asset Management.

### Qualifications

#### Training, Education and Experience

- Bachelor's Degree in Engineering;
- Professional Project Manager Certification
- Experience administering budgets and funding agreements.
- Five to 10 years of experience including experience working with ISC and CMHC.
- Project coordination experience is preferred.
- Current Class 5 BC Driver's Licence
- Satisfactory criminal records check

#### Knowledge, Skills and Abilities

- Extensive knowledge of capital project management through all phases, including planning, design, construction, and project administration/controls.
- Strong skills in budgeting, planning, scheduling, cost control, and construction cost.
- Experienced in working with Indigenous communities.
- Excellent listening, communication and interpersonal skills including conflict resolution.
- Strong writing skills including report and proposal writing.
- Able to build strong relationships built on trust.
- Strong planning and organizational skills.
- Ability to exercise and model a high degree of professionalism and confidentiality.
- Able to work independently as well as working within a collaborative team framework.
- Proficient in the Microsoft Office Suite and at least one project management software.
- Genuine respect for Yuutu?it?ath traditions, culture and protocols.

## Benefits

The Yuułu?if?ath Government is a living wage employer. We offer a competitive salary commensurate with your experience for this role, plus comprehensive benefits including extended health benefits, short-term and long-term disability, and Pension Plan.

This is a full-time (37.5 hours per week) salaried position in the range of \$92,416 - \$119,463. The work is based in hitaçu, BC and is performed primarily in an office environment. Some travel to attend meetings or training is required.

Full job description is available upon request to the Director of Operations ([director@ufn.ca](mailto:director@ufn.ca)).

## How to Apply

Please apply by sending your resume and cover letter by email to Human Resources at [director@ufn.ca](mailto:director@ufn.ca) noting " Human Resources Manager" in the subject heading of your e-mail or drop-off/mail to 700 Wya Rd., hitaçu, BC V0R 3A0.

Closing Date: Until filled.

*We thank all applicants for their interest, however only those shortlisted will be contacted.*





## Employment Opportunity

### Administrative Coordinator

The Yuutu?it?ath Government is a modern treaty government located in the community of hita?u, on the West Coast of Vancouver Island. It is the desire of the Yuutu?it?ath Government to govern in a manner that is responsible, transparent, democratic and accountable, blending hereditary and modern-day governing institutions. In doing so, our governing structures honour our past and embrace the future, ensuring the continued existence of the Yuutu?it?ath as a strong political, social and cultural community that aspires to grow as an organized, determined, successful and self-reliant peoples.

#### Position Summary

Reporting to the Director of Operations and Human Resources (HR) Manager, the Administrative Coordinator is responsible for providing senior administrative services to the Director of Operations and the HR Manager, coordinating and managing Yuutu?it?ath administrative functions, to include assistance with human resources management and overseeing other administrative support staff. The role must maintain a high level of confidentiality as required pertaining to citizens, clients, employees, and general matters of the Yuutu?it?ath Government.

#### Qualifications

##### Required

- Bachelor's degree or diploma in a related field (i.e. Business Administration, Political Science, Indigenous Studies).
- 3-5 years of prior experience in office administration or at an executive assistant level supporting senior management and/or elected representatives.
- Experience administering human resource programs and policies.
- Advanced proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various other technical platforms.
- Must have valid driver license (BC Class 5) and satisfactory driving record.
- Criminal records check (vulnerable sector).

##### Preferred:

- Solid experience with and knowledge of working with Indigenous Organizations and/or remote Indigenous communities.

#### Benefits

The Yuutu?it?ath Government is a living wage employer. We offer a competitive salary commensurate with your experience for this role, plus comprehensive benefits including extended health benefits, short-term and long-term disability, and Pension Plan.

This is a full-time (37.5 hours per week) salaried position in the range of \$59,684 to \$72,948. The work is based in hitácu, BC and is performed primarily in an office environment. Some travel to attend meetings or training is required.

Full job description is available upon request to the Director of Operations ([director@ufn.ca](mailto:director@ufn.ca)).

### How to Apply

Please apply by sending your resume and cover letter by email to Human Resources at [director@ufn.ca](mailto:director@ufn.ca) noting “ Human Resources Manager” in the subject heading of your e-mail or drop-off/mail to 700 Wya Rd., hitácu, BC V0R 3A0.

Closing Date: Until filled.

*We thank all applicants for their interest, however only those shortlisted will be contacted.*



# Employment Opportunity

## Human Resources Manager

The Yuutu?it?ath Government is a modern treaty government located in the community of hitacu, on the West Coast of Vancouver Island. It is the desire of the Yuutu?it?ath Government to govern in a manner that is responsible, transparent, democratic and accountable, blending hereditary and modern-day governing institutions. In doing so, our governing structures honour our past and embrace the future, ensuring the continued existence of the Yuutu?it?ath as a strong political, social and cultural community that aspires to grow as an organized, determined, successful and self-reliant peoples.

### Key Responsibilities/Accountabilities

The Human Resources (HR) Manager position is responsible for the following key human resources functions and performs all duties and responsibilities in accordance with Yuutu?it?ath laws, regulations, policies, practices, and procedures as directed by the Director of Operations.

- Working collaboratively with the Director of Operations on delegated tasks under the Government Personnel Act to lead the implementation and execution of HR programs.
- Planning, administering, and monitoring the HR budget.
- Accountable for ensuring legal compliance and implementation of HR services, strategies and initiatives that will support Yuutu?it?ath Government in achieving its mission.
- Developing a recruitment strategy to attract and retain high performing individuals to support Yuutu?it?ath Government's growth.
- Collaborating with other departments in the organization and supporting them in their talent and succession planning staffing needs.
- Researching, developing, implementing, and maintaining HR policies, practices, processes, and systems.
- Managing and implementing compensation and incentive programs.
- Preparing, processing, updating, and maintaining employee-related documentation.
- Driving continuous improvement in HR processes and procedures.
- Ensuring awareness of, and advises, on, statutory requirements.
- Providing support to staff through coaching, modelling of key behaviors and strategies to facilitate resolutions to work issues and addressing HR questions.
- Advising and coaching managers and supervisors on policies, procedures, and legal requirements.
- Coordinating the training of staff.
- Managing the involuntary termination process together with the Director of Operations.
- Coordinating the return-to-work requirements for non-work-related injuries or illnesses.
- Offering confidential support to employees in accessing resources on personal/family health and wellness.
- Developing, implementing, promoting, and ensuring organizational health, safety and wellness policies and procedures as per applicable legislation requirements.
- Communicating HR information to various levels of the organization as required
- Maintaining and securing employment related employee information in electronic and paper files and ensures the privacy of all confidential information.
- Developing tracking procedures and processes to monitor and measure employee metrics.
- Standardizing all human resources forms and documents and ensure that they are user friendly and accessible to all employees.
- Other duties as assigned/required.

## Qualifications

### Required:

- A Diploma or Degree in Human Resources Management or related field.
- Minimum of 5-7 years of directly related experience including 3 years at a management level.
- Experience developing, implementing and managing a variety of HR programs, tools, processes and policies.
- Exceptional interpersonal and coaching skills, with the ability to work with staff at all levels and backgrounds and build trusting relationships.
- Strong knowledge of employment related legislation including the Canada Labour Code.
- Proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.
- Experience with and knowledge of working with Indigenous or other governments.
- Must have valid driver license (BC Class 5) and satisfactory driving record.
- Criminal records check (vulnerable sector).

### Preferred:

- A Chartered Professional in Human Resources (CPHR) designation.
- Experience working with leave management and HRIS systems and other HR-based technology.
- Genuine respect for Yuułu?iŋ?atŋ traditions, culture, and protocols.

## Benefits

The Yuułu?iŋ?atŋ Government is a living wage employer. We offer a competitive annual salary and commensurate with your experience for this role, plus comprehensive benefits including extended health benefits, short-term and long-term disability, and Pension Plan.

This is a full-time (37.5 hours per week), salaried position in the range of \$95,000 - \$120,000. The role is based in hitaču, BC, and work is performed primarily in an office environment. Some travel to attend meetings or training is required.

Full job description is available upon request to the Director of Operations ([director@ufn.ca](mailto:director@ufn.ca)).

## How to Apply

Please apply by sending your resume and cover letter by email to Human Resources at [director@ufn.ca](mailto:director@ufn.ca) noting "Human Resources Manager" in the subject heading of your e-mail or drop-off/mail to 700 Wya Rd., hitaču, BC V0R 3A0.

Closing Date: January 12, 2024 or until filled.

*We thank all applicants for their interest, however only those shortlisted will be contacted.*