



## Job Posting

**Position:** Tenant Support Worker – we require 1 Regular and 3 Relief Team Members, plus additional casual/on-call staff.

**Location:** ʔumʔiiqsu (Oomiiqsu) Centre (Port Alberni).

**Position Start Date:** September 2, 2025 (Subject to change depending upon construction, licensing and permitting).

**Salary:** Salary: \$30 – \$40 per hour (Dependent on experience and education and/or lived experience + education). Please note – these positions are not tax exempt.

**Authority Relationship:** Reports Directly to the ʔumʔiiqsu (Oomiiqsu) Centre Manager.

### Required Hours:

- **Regular Position to Fill:** Friday, Saturday & Sunday – 2:30 pm to 12:30 am
- **Temporary Coverage (September – December 2025):** Friday, Saturday & Sunday – 7:00 am to 5:00 pm
- **Casual/On-Call Positions:** May be scheduled in advance or called in last minute to cover any of the following shifts:

### Monday – Thursday:

- 6:00 am – 2:00 pm
- 12:00 pm – 8:00 pm
- 5:00 pm – 1:00 am
- 12:00 am – 8:00 am

### Friday – Sunday:

- 7:00 am – 5:00 pm
- 2:30 pm – 12:30 am
- 12:00 am – 10:00 am

- Hours range from 30 – 32 hours per week
- Shift lengths vary from 8 – 10 hours
- Days required per week range from 3-4 days per week depending on hours

**Please note all shifts you would be available for in your cover letter.**



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ANCIENT SPIRIT, MODERN MIND



The ʔumʔiiqsu (Oomiiqsu) Centre is a newly built innovative and culturally centered home providing wrap-around support for Huu-ay-aht, and other Nuu-chah-nulth mothers and their children ages 12 and under. Services are provided 24 hours per day, 7-days per week. The ʔumʔiiqsu Centre Team will assist families at risk of homelessness due to Social Determinants of Health gaps, fleeing gender-based/intimate partner violence and/or involved with MCFD/Usma or other Delegated Aboriginal Agencies (DAAs) through the provision of shelter, in-house supports and access to a range of services.

#### **Key Accountabilities:**

- Ensuring a safe living environment for mothers and children.
- Provide a wide range of prevention-focused support services through culturally sensitive, and trauma-informed practice.
- Provide direct support to mothers to help them reach their personal goals.
- Assist and Support mothers to address and resolve concerns identified by the Ministry of Children and Family Development, Usma and/or other Delegated Aboriginal Agencies.
- Group Facilitation
- Intensive parenting support.
- Conflict resolution
- Crisis Management

#### **Job Duties:**

- Assist mothers and children with daily routines, meal preparation and communal cleaning/organization.
- Help strengthen parent-child relationships and communication through 1-1 conversations/activities and group activities.
- Group Facilitation (i.e. group check-ins, life skills, Healthy Relationships, Parenting Circles, Violence Prevention, and other group topics).
- Modelling positive parenting strategies and guiding, as needed.
- Planning, organizing and participating in group and recreation activities.
- Assist with arranging guest speakers.
- Assist mothers with completing government forms and other applications.
- Work collaboratively with community service providers, including Usma and other Delegated Aboriginal Agency Social Workers and MCFD Social Workers.
- Provide transportation to mothers and children to appointments, programs and events.
- Follow ʔumʔiiqsu Centre Policies and Procedures.



- Always maintain confidentiality.
- Maintain accurate documentation.
- Complete training required by BC Housing Corporation Transitional Housing Program.
- All other duties as assigned.

**Operational Requirements:**

- Successful background checks, including employment verification and reference checks.
- Must have a Valid B.C. Driver's License – Class 5.
- First Aid Training.
- Food Safe Level 1.
- Class 4 is an asset.

**Education and Experience Requirements:**

- Human Services Diploma, BA Child and Youth Care, BA Social Work.
- Combination of lived experience, experience and education.
- Cultural Sensitivity Training.
- Trauma Informed Practice Training.
- Conflict and Dispute Resolution Training.
- Crisis Management Training.
- Knowledge of and experience supporting women and children impacted by Gender-based and Intimate Partner Violence.
- Supporting women and children in transitional housing programs is an asset.
- Willing to do a Vulnerable Persons Criminal Records Check.
- Experience working with First Nations people, knowledge of issues unique to First Nations people and demonstrated cultural sensitivity.
- Demonstrated ability to work independently and as part of a team.
- Experience using Microsoft Programs including Word, Excel and Teams.
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [jay.g@huuayaht.org](mailto:jay.g@huuayaht.org), with the following information:

- Whether you are applying for a Regular, Relief, or Casual position
- All shifts you would be available for



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ANCIENT SPIRIT, MODERN MIND



Please quote **Tenant Support Worker Job Posting**. Posting will remain open until all positions are filled; nevertheless, we encourage you to apply as soon as possible.



ANCIENT SPIRIT, MODERN MIND



**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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