



COMMUNITY LIVING  
BRITISH COLUMBIA

POSITION TITLE: Aboriginal Advisor	POSITION NUMBER:
REGION: CLBC Headquarters	LOCATION: Provincial in scope
CURRENT CLASSIFICATION LEVEL: SPO30	DATE: September 2011
SUPERVISOR POSITION NUMBER 93332	SUPERVISOR'S TITLE/CLASSIFICATION: Director, Strategic Planning

### **PROGRAM**

Community Living British Columbia [CLBC] funds the delivery of support and services to adults with developmental disabilities and their families throughout British Columbia. CLBC staff strives to adhere to the corporate vision of adults leading Good lives in welcoming communities.

### **PURPOSE OF POSITION**

CLBC is mandated under the Community Living Authority Act to serve adults with developmental disabilities and their families in British Columbia. This includes responding to the needs of individuals and their families of Aboriginal ancestry who live off reserve until such time that First Nations people assume authority to govern their own supports and services.

The issues CLBC faces in working with Aboriginal people are complex and require CLBC to have:

- A high profile in the Aboriginal community
- An understanding of issues facing Aboriginal people in urban and rural settings
- Expertise in responding to the diverse needs of Aboriginal people and their communities

CLBC continues to work to develop stronger linkages with Aboriginal communities, and the different community organizations that exist to address the disability-related needs of Aboriginal people.

CLBC is committed to:

- Encourage qualified Aboriginal people to apply for staff positions at CLBC
- Develop relationships with Aboriginal communities and discuss their needs and how CLBC can provide support
- Identify Aboriginal adults now living outside their home community and find ways to reconnect them

- Increase the cultural competency of CLBC staff to work with Aboriginal people

The Aboriginal Advisor reports to CLBC's Director of Strategic Planning.

### **JOB DUTIES AND ACCOUNTABILITIES**

The primary focus of the Aboriginal Advisor is to:

- Establish effective working relationships with Aboriginal people and groups in British Columbia
- Identify and implement strategies to enable CLBC to work effectively to meet the needs of Aboriginal people who are eligible for CLBC-funded supports and services
- Work with CLBC's Self Advocate Advisor and Family Partnership Advisor to enhance individual and family friendly practices within CLBC and the wider community

The Aboriginal Advisor is responsible for the following activities:

- Act as the lead to address CLBC's Operational Plan objectives that are related to Aboriginal issues
- Raise CLBC's profile with First Nations' people and help them understand what supports and services are available
- Provide Aboriginal communities with information to assist with their planning
- Support CLBC managers and staff on practice issues to help them respond effectively to the needs of Aboriginal people
- Conduct training for CLBC's staff, management and Board, and Community Council and the Advisory Committee members on Aboriginal cultural competency
- Organize and chair CLBC Aboriginal Advisory Committee meetings
- Provide advice and support in the recruitment and orientation of CLBC Aboriginal Advisory Committee members

### **QUALIFICATIONS**

The Aboriginal Advisor must be a self-starter of Aboriginal ancestry with a degree in human services.

**KNOWLEDGE, ABILITIES & SKILLS**

The following knowledge base, skills and competencies are required:

**KNOWLEDGE**

- Well developed understanding of issues facing Aboriginal people in B.C. including those that impact quality of life of First Nations' people
- Knowledgeable about CLBC's vision, mission and mandate, service delivery model and the array of supports and services provided in B.C.
- Familiar with the structure and operation of developmental disability supports and services in B.C.
- Familiar with community serving organizations that play a role in supporting all citizens, including those of Aboriginal heritage
- Understand different learning styles and corresponding communication strategies
- Understand program and policy development

**ABILITIES & SKILLS**

- Leadership and project management
- Excellent interpersonal skills including the ability to speak in public forums
- Team player; able to collaborate with community and agency colleagues
- Critical thinking / issue analysis
- Ability to write clearly
- Organizational skills
- Able to effectively conduct meetings
- Change management
- Community and organizational development
- Problem solving, negotiation, conflict resolution, facilitation and research
- Program and policy development
- Able to communicate effectively with diverse community partners
- Computer literacy / word processing skills

**COMPETENCIES**

- Ability to develop and maintain strong relationships with key stakeholders and have a high profile in the Aboriginal community
- Strategic leadership
- Expertise in responding to the diverse needs of Aboriginal people and their communities
- Efficiently and resourcefully analyze and resolve problems using negotiation, group facilitation and conflict resolution skills
- Provide visionary, creative and innovative approaches that support Aboriginal adults served by CLBC

**SPECIAL REQUIREMENTS**

- Possession of a valid class 5 B.C. Driver's license (travel is required throughout B.C.) and clean drivers abstract.
- Applicant subject to a criminal record review.

I confirm that:

- Accountabilities/deliverables were assigned to this position effective; (Date).
- The information in this position description reflects the actual work performed.
- A copy has/will be provided to the incumbent(s).

Name:

Signature:

Date: