



WWW.TLA-O-QUI-AHT.ORG

# Tla-o-qui-aht Bulletin

May 15, 2016

## IN THIS ISSUE

## Esowista/ Ty-Histanis Water Conservation in Effect

Tla-o-qui-aht First Nation needs to take immediate conservation measures on water useage in the Ty-Histanis and Esowista Communities.

As you may be aware there is a water project occurring down the road from the communities within the park. While this project is underway, this makes water useage for the coming summer months on a household use basis only.

We are respectfully asking all residents to refrain from the following activities:

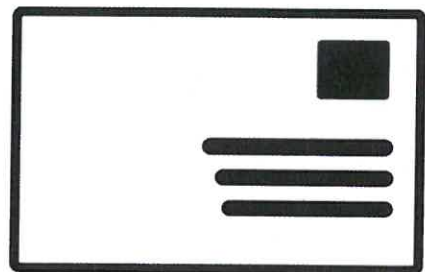
**No Washing Cars**  
**No Powerwashing**  
**No Watering/Sprinkling lawns**  
**No Filling of Pools**

If you have any questions related to this notice please feel free to contact our Public Works Department at 250.725.3350



## Cheque Processing

A reminder to all TFN Members expecting mail. You need to call in ahead to authorize someone else to pickup on your behalf. Please call Addie David – receptionist at 250.725.3350



## Contact Information

TFN Administration has had a few returned mail outs returned to our office. Members please be reminded that your contact addresses, email, and phone numbers are important to keep up to date. Call us at 250.725.3350 or [treatyoffice@tla-o-qui-aht.org](mailto:treatyoffice@tla-o-qui-aht.org)

# WELCOME CHIEF & COUNCIL

As of Friday May 13<sup>th</sup>, 2016 Tla-o-qui-aht has a newly elected Chief and Council.

Welcome:

Chief Councillor – Elmer Frank

Councillors:

Francis Frank

Joe David

Ivy Robinson (Martin)

Barney Williams Jr

Thomas George

Desmond Tom Sr

Moses Martin

Tammy Dorward

Anna Masso

Some of the members are returning for another term, and those to you who are new for this term, congratulations on your newly elected position.



Over the next month or so, a transition period will occur. This will mean, orienting the new council for Tla-o-qui-aht systems, operations, transition reports, and planning ahead for portfolio assignments and such.

Your elected leadership are responsible for the political roles that aid in securing strategic planning, lobbying external agencies and governments, and longer term planning to improving the social, economic, health, and enhancements to communities.

As the new elected officials settle in, we also recognize those who have made

contributions to the Nation and wrapped up their term ending May 11<sup>th</sup>, 2016.

Karl Wagner, Remi Tom, Terry Dorward, and Joseph Martin, the Nation thanks you for your work over the last term, and wishes you all well in your future endeavors.

## CHIEF & COUNCIL

PO Box 18  
Tofino, BC V0R 2Z0

PHONE  
250.725.3350 or via Fax 250.725.3352



*Ty-Histanis Health Clinic project is started. Please keep an eye on your children and ensure they know to watch for traffic around the communities.*

## Ty-Histanis Health Clinic - Construction Now Under-way

Well its official! Construction is now underway for the new Tla-o-qui-aht Health Clinic located in the Ty-Histanis Community.

Some of you may have noticed the machines coming into the community to start the lot preparation.

The new facility is located in the centre of the community by the 2<sup>nd</sup> round about on Nuupiiit-tah-chilth Rd.

The facility will host an array of amenities for the Tla-o-qui-aht communities. This will now house office space for the Community & Human Services staff and service providers.

Some general community use areas are also included. We are extremely excited to see

the project begin, and we hope to have this building up and going by the end of this year.

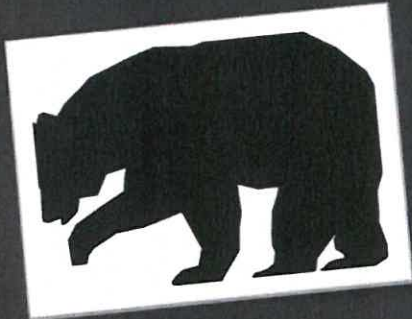
Considering the size of this building you will notice more traffic, and construction noise and movement throughout the community. More importantly please share with your children the importance of using the sidewalks and bike/scooter/toy use in safe matter and to watch for heavy machinery.

We are including a layout of the clinic in this bulletin and its also available for viewing on the website at [www.tla-o-qui-aht.org](http://www.tla-o-qui-aht.org)

Questions on the Health Clinic:  
David Dennis – Public Works Manager  
250.725.3350 or 250.266.0004



Wildlife Sightings should be reported to the Conservation Officer at 1.877.952.7277 or Parks at 1.877.852.3100



Toll Free TFN Office #  
1.877.425.3350

Please utilize the toll free # if you are calling from long distance.



## Education Department

A reminder that as we currently recruit for a New Education Manager, all queries can be directed to Ted Adnitt (CEO) at: 250.725.3350

### RANDOM FACTS

# 10%

Of the world's salt is used to salt roads and highways.

Statisticbrain.com

# Wildlife

Many of you are aware in both communities of Opitsaht & Ty-Histanis/Esowista there has been several sightings of bears. Soon cougars will likely appear.

This is a strong reminder that human behavior is the biggest contributor to these animals coming into residential areas.

All residents need to make a strong effort to:

1. Keep your yard clean. Pickup any garbage, clean your BBQ's, and dispose of garbage properly.
2. Overflowing of bins. If a dumpster bin is full don't overflow it or even worse put your garbage beside the bin. This is what bears are looking for easy pickings.
3. Exterior cans should be properly secured with the proper lids to deter tampering.
4. Seafood Storage / Prep/ Disposal. Its that time of the year for canning, smoking, and its also equally attracting the bears. Please ensure you have your fish/ seafoods properly contained and disposed of afterwards.
5. Pets – Keep them close to you and leashed. Please do not keep your animals tethered to a rope/chain outside your residence all day/ night. This could attract the bear to come and attack. Protect your pets.

# What to Do...

If you encounter wildlife

- **Make noise!** Let bears know you're there. Call out, clap, sing or talk loudly especially near streams, dense vegetation and berry patches, on windy days, and in areas of low visibility. Bear bells are not enough.
- **Watch for fresh bear sign.** Tracks, droppings, diggings, torn-up logs and turned-over rocks are all signs that a bear has been in the area. Leave the area if the signs are fresh.
- **Keep your dog on a leash at all times** or leave it at home. Dogs can provoke defensive behaviour in bears.
- **Larger size groups** are less likely to have a serious bear encounter. We recommend hiking in a tight group of four or more. Never let children wander.
- **Use officially marked paths and trails** and travel during daylight hours.
- **If you come across a large dead animal**, leave the area immediately and report it to park staff

Parks Canada 1.877.952.7277

Source: Parks Canada Website

## Year End Party

We are looking for community parent volunteers for the annual year end party for the students.

We would like to host a potluck event and would like to recruit any parent volunteers willing to pitch in.

Interested in helping out your fellow community and students? Email or call Ted Adnitt at 250.725.3350 or:  
[ceo@tla-o-qui-aht.org](mailto:ceo@tla-o-qui-aht.org)



### GRADUATES

2016 Highschool and Post Secondary Graduates!!

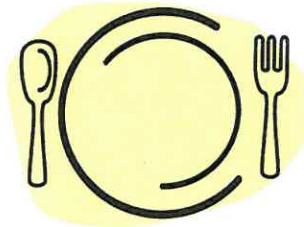
We need to hear from you, please contact us before the end of May at: 250.725.3350. We need your current contact phone and email address

Leave your information with the Receptionist Addie David.

# Catering Opportunity

May 25th-2016 TFN is hosting a community dinner at Tin Wis Resort. We need a large function caterer who can provide dinner, and dessert for up to 250 people. Please provide a sample menu with your bid, w/ copy of your certification for foodsafe.

Drop off your bid before Friday May 20th at Noon. A selection will be made by the end of the day May 20th-2016. Fax 250.725.3352 or at #1119 Pacific Rim Highway Tofino. Or via email : [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org)



## Welcome New Permanent Employee's

You may recall we have held a series of postings for positions for receptionist, maintenance, and on-call construction employees.

The following people were selected through the recruitment process.

Addie David – Receptionist  
Matt Seitcher – Maintenance Foreman  
Eric Seitcher – Maintenance Worker  
Jon Q. David – Maintenance Worker  
Davis Moulton – On-call Construction Foreman  
Daryle Blackbird – On-call Construction Worker

Welcome you board to the team, and we look forward to working with you and thank you for wishing to work for the communities.



## Recruitment Process

Under the new HR Policy adopted in June 2015, all positions are posted through a job advertisement (job posting) for at least 2 weeks.

This also includes on-call, casual/relief positions. Once we have finished the advertisement process TFN administration conducts a screening process that includes reviewing the applications of who meets the qualifications posted in the job advertisement. After which the candidates who meet the qualifications are then called for an interview. Last steps would be conducting reference checks, and acquiring copies of required certifications (if required). Which ever candidate reaches the interviewing scoring with the Management interview panel is selected.





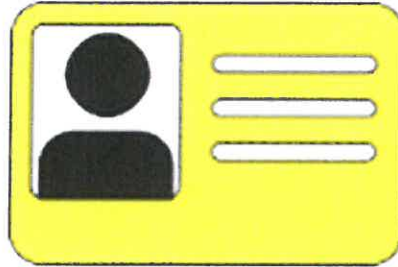
# Tla-o-qui-aht IRA Services

## Status Cards

**Every Thursday Afternoon** at the Treaty Office, registry services are available. reminder that you need the following items before scheduling an appointment to get your status card renewed/ replaced.

2 pieces of Government issued ID (Drivers License, BC ID, Passport, Medical Services Card)

If registering your newborn you need an original Birth Certificate as well. Call and ask any other details before making the trip to ensure you have all the right information before starting this process. Sheila Amos - IRA Clerk Email: ira@tla-o-qui-aht.org Phone: 250.725.3350



## Status Card Pricing:

|                       |      |
|-----------------------|------|
| New Card/Registry     | \$5  |
| Replacement/Lost Card | \$10 |
| Renewal               | \$5  |

~Cash or Debit is available ~

### Did you know.....

*If you don't register your newborn child as soon as they are born you could be faced with expensive perscription costs, if your baby is not registered with your nation? If your child does not have a registry number, and your child gets ill, you are risking the likely hood of being responsible for the upfront costs at the pharmacy to get perscriptions if your child needs them. The average cost of a antibiotic could range anywhere from \$50-\$150 dollars per perscription if your un-registered child needs it. This can be a costly situation, and most registry processes can take up to 8 months for a child to become registered with your nation.*

## Tla-o-qui-aht Food Fish

Good news! We have a first small batch of salmon coming. Please be aware that these will be distributed beginning May 16<sup>th</sup> in TyHistanis/Esowista and Opitsaht.

## FOOD FISH



### TFN TENANTS - RENT DUE

Rent for all TFN Units are due on the 1<sup>st</sup> of each month. Please plan brining in your payment to meet this deadline. Debit and Money Orders are the preferred payment methods.



### Stat Holiday - Mon May 23rd

In Accordance with the Statutory Holiday for Monday May 23<sup>rd</sup> (Victoria Day), the TFN Offices will be closed. Please ensure you reach services before the closure date to avoid any interruption to reaching departments and their services/ staff.



We need your information:

Call 250.725.3350 and give Receptionist Addie your current information so you don't miss out on any food fish news.

# Emergency Contacts

The following TFN Employees are designated to assist in emergency related situations. Members be reminded that you must make the intake call on your own for us to gather the appropriate information to assist.

Additionally, although we do have some cellular coverage shortfalls, and where members rely on WIFI use only, please use email or text directly to a TFN employee. We understand that most people use Facebook however, any TFN related business for security reasons should be done in person, by phone or email.

TFN staff are not authorized to conduct business via social media for the same reasons of exchanging information over public forums. Since you require an email address to sign up for social media (Facebook, Twitter etc), this is an easy way to communicate with the TFN staff as well.

Naomi Seitcher – Families in Crisis (Critical, Accident, and Death Situations)

Cell# 250.534.9280 Email: [nseitcher@tla-o-qui-aht.org](mailto:nseitcher@tla-o-qui-aht.org)

Carol Tom – Patient Travel (Medical Travel & Medical Emergencies)

Cell# 250.266.1848 Email: [caroltom@hotmail.com](mailto:caroltom@hotmail.com)

Dave Dennis – Public Works Manager (Housing, Water, Infrastructure)

Cell# 250.266.0004 Email: [pwmanager@tla-o-qui-aht.org](mailto:pwmanager@tla-o-qui-aht.org)

Marie Atleo – Family Care (Child & Family Protection)

Cell# 250.725.3335 Email: [frank-atleo@tla-o-qui-aht.org](mailto:frank-atleo@tla-o-qui-aht.org)

## Immediate Danger Circumstances

Call 9-11 if you or someone's physical safety is in danger call the RCMP. Its very important for residents to be aware of circumstances first hand and to have all the information ready. Situations must be reported if you have information or are on site of the situation occurring.

Don't waste additional time by posting on social media, this makes the situation even worse if communications are not direct and immediate with the appropriate authorities.

If a child is in protection or unsafe environment please use the children help phone wherever necessary. 310-1234 gets you to an intake worker, where they can also involve and dispatch an appropriate service care worker.



## Other Local Resources:

|                             |                |
|-----------------------------|----------------|
| Quu'asa                     | 1.888.624.3939 |
| West Coast Mental Health    | 250.726.2681   |
| Childrens Help Line         | 310.1234       |
| Kuu-us Crisis Line          | 1.800.588.8717 |
| West Coast Transition House | 250.726.2020   |
| Youth & Family Addictions   | 250.266.1565   |





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| VALIDITY PERIOD: |
| 2016-01-12       |
| SCALE:           |
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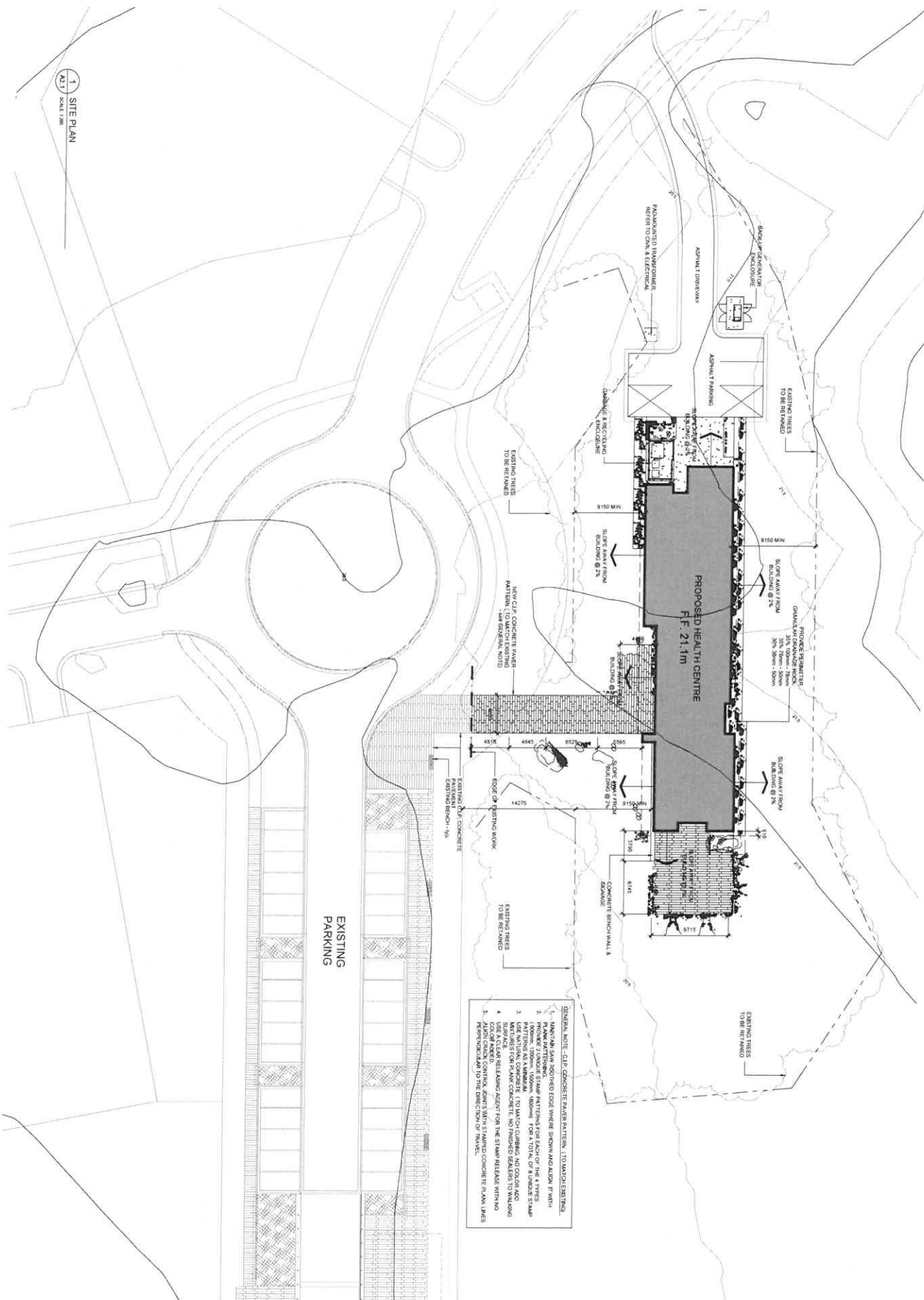
PROFESSOR  
TY-HISTANIS  
HEALTH CENTRE

TLAQQUAHAT  
FIRST NATIONS

PROJECT NUMBER: TOFINO, B.C.

DRAWING TITLE: ASSEMBLIES

DATE: 11/14



1 SITE PLAN  
A2.1 SCALE 1:200





## **Demonstration Container Housing Project**

Funding has now been finalized for the Demonstration Container Housing Project that will be located on Tin Wis I.R. #11. With a focus on the re-purposing of steel shipping containers and implementing a training program for interested members, the project will entail the building of 5 single family units and an 8-unit studio apartment complex.

We are very pleased to have received significant support from both Canada Mortgage & Housing Corporation (CMHC) and Indigenous & Northern Affairs Canada (INAC) towards making this project a reality. In addition, we will be receiving support from the following organizations towards the implementation of a comprehensive training program:

- BC Construction Association
- Industry Training Authority
- Nuu-chah-nulth Training & Employment Program
- North Island College
- Camosun College
- Vancouver Island University

Additional support is being provided by BC Hydro, Atira Developments and Boni-Maddison Architects.

Below are a few renderings of what to expect.





Check out the Training Notice  
in this Bulletin for more  
information on how to  
participate!

Tla-o-qui-aht will be involved with many construction projects in the upcoming years and we would like these opportunities to be made available for TFN members. We are looking for members who will be interested in committing to a 6-8 week training session to put their names forward.

Training will commence this summer in Port Alberni. Training and meals will be covered and there may be a modest training allowance pending funding. The training will be focused primarily on Carpentry but will include elements of the following;

- Heavy Equipment
- Electrical
- Plumbing
- Welding

Successful participants may be eligible to be employed with the many ongoing projects that Tla-o-qui-aht First Nation is undertaking. These may include, construction of the new Health Centre, renovations of older units in Opitsaht and Esowista, and the upcoming container housing project.

Any interested persons email your contact information with an up-to-date resume to [pwmanager@tla-o-qui-aht.org](mailto:pwmanager@tla-o-qui-aht.org) this will ensure we can follow up when the training is confirmed.



**Heiltsuk Tribal Council**



*This program is a partnership with Heiltsuk Tribal Council, North Island College and Vancouver Island University.*

## **Aboriginal Ecotourism Training Program**

The nine-month Aboriginal Ecotourism Training Program is designed to give you certified skills for employment within British Columbia's rapidly growing Aboriginal Tourism sector, while benefitting from an applied learning experience that provides a Certificate in Adventure Tourism and Recreation to those who successfully complete all the courses.

Participants are brought together for 6-10 days/month to complete course work.

- Develop certifications and field skills in sea kayaking, canoeing, paddleboarding, interpretation, leadership, risk management, wilderness first aid, and more.
- Learn about the tourism sector, including the design and delivery of experiences that are sensitive to environmental and cultural considerations.
- Experience coastal British Columbia through place-based approach to training by travelling to and learning in communities involved in Aboriginal Ecotourism.
- Earn a Certificate in Adventure Tourism and Recreation from Vancouver Island University, and credit towards North Island College's Adventure Guiding certificate and Tourism Management Diploma, all of which can lead to further degree-level studies.
- Tuition fees, learning resources, travel and accommodations during course delivery are supported

### **Program Outline (each course is applied learning in a residential format)**

1. Guiding Skills 1 and Paddling Skills 1 / **September 2016**
2. Introduction to Tourism and Co-operative Ed Prep / **October 2016**
3. Heritage Interpretation in Tourism and First Host / **November 2016**
4. Guiding Skills 2 and Wilderness First Aid / **January 2017**
5. Environmental Stewardship in Tourism and Paddling Skills 2 / **February 2017**
6. Tour Group Packaging / **March 2017**
7. Paddling Skills 3, Restricted Operator Certificate and Co-operative Ed Prep 2 / **April 2017**
8. Internship for 8 weeks / **May - July 2017**

*2nd Intake  
Starting  
September 2016*

### **Admission Requirements: (Program application deadline – April 1, 2016).**

- Participants must be Aboriginal, living on Vancouver Island/Coast or Central Coast regions, and at least 19 years.
- Graduation from a B.C. secondary school, or equivalent, with a minimum "C" grade in either English 12 or English 12 First Peoples; or as a mature student at least 21 years with English 12 or English 12 First Peoples.
- Submit a resume, complete with a cover letter explaining why the applicant is suited to the program and outlining future career goals. Include two letters of reference from Aboriginal Community Leaders or non/aboriginal organizations).
- If employed, letter of support from employer recognizing some time away from the workplace is necessary.

#### **For more information:**

Contact **Kathy Brown** at **250-957-8464**  
or email [canoe1993@gmail.com](mailto:canoe1993@gmail.com)

#### **To Apply-**

Fax applications with resume & references to **Pam Botterill** at  
Fax: 250-740-6465 or email to [Pam.Botterill@viu.ca](mailto:Pam.Botterill@viu.ca).



*Funding provided by both the Government of Canada, through the Canada-British Columbia Job Fund, and the Province of B.C.*





## Summer Employment Opportunity

### SUMMER OUTREACH COORDINATOR

**Position Start Date:** Beginning in June, concluding at the end of August.

**Position Details:** 20-30 hours/week with essential occasional weekend and evening availability.

**Position Location:** Tofino, working in traditional territories of the Tla-o-qui-aht, Ahousaht, and Hesquiaht First Nations.

**Position Wage:** \$13/hour.

Friends of Clayoquot Sound (FOCS) stands to promote the wellbeing of the ecological and cultural diversity through education, research and advocacy to sustain ecosystems, local communities and a healthy relationship with the environment in Clayoquot Sound. FOCS has a summer employment opportunity for a returning student with passion and skills. The Summer Outreach Coordinator will report to the FOCS Staff and Board of Directors being responsible for:

- Supporting the planning and organizing of various events and activities including the Clayoquot Salmon Festival and Earth Keepers: Youth Arts Engagement.
- Organizing and managing FOCS' information booth at the weekly summer Tofino Public Market.
- Educating both locals and tourists about environmental issues in Clayoquot Sound.
- Contributing to the management of the FOCS' social media.
- Engaging in research and information gathering related to healthy forests and oceans.
- Coordinating with staff and board members around volunteer engagement.
- Assisting staff and volunteers with daily office activities such as research and data entry.

### Canada Summer Jobs Requirements:

- Between 15 and 30 years of age.
- Have been registered as a full-time post-secondary student in the previous academic year and registered to return to school on a full-time basis in the next academic year.
- Are Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act (international students are not eligible).
- Are legally entitled to work in Canada, according to relevant BC legislation and regulations.

*FOCS aims to provide employment to those who face barriers to employment.*

**Please forward your resume and cover letter to:**

**German Ocampo, Community Organizer**

**Email:** [german@focs.ca](mailto:german@focs.ca)

**Application Deadline: Monday, May 23, 2016**

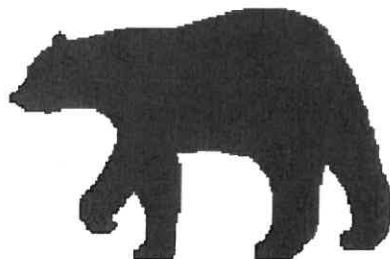


Pacific Rim  
National Park Reserve

Réserve de parc national  
Pacific Rim

\_\_\_\_\_10 May 2016\_\_\_\_\_ until further notice.

# WARNING: BEAR IN AREA



## AREA OF WARNING: SCHOONER COVE TRAIL

### **Stay safe and avoid a bear encounter by:**

- Hiking in a group, and making noise.
- Keeping children close at hand.
- Keeping dogs on leash at all times.
- Being alert and watching for signs such as tracks, droppings, or scratched trees.

### **If you encounter a bear, remember:**

- Stay calm. Give the bear space. Do not make eye contact. Back away slowly and talk in a calm voice.
- DO NOT drop objects, clothing or food to distract the bear, as this will reward the bear for its aggressive behavior.
- **DO NOT RUN!**

Removal of the warning will be determined by monitoring of bear activity in the area. The goal is to reduce the probability of negative human-bear encounters.

**PLEASE REPORT ALL SIGHTINGS TO PARKS STAFF**

**(250-726-3500)**



Parks  
Canada

Parcs  
Canada

Canada





# Tla-o-qui-aht First Nations

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## Executive Assistant

### Full Time Permanent

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The Tla-o-qui-aht First Nation is seeking a full time Executive Assistant to oversee and provide administrative support for senior management and TFN Chief & Council. Responsible to the Chief Executive Officer, the EA oversees the day to day activities of the executive office and is responsible for the following:

As a proven achiever and polished professional, you are a very strong organizer, communicator and proactive individual. You effectively manage stressful situations with a tolerance to ambiguity, and you work well with a wide variety of people at all levels of management. You have an energetic demeanor and possess a proven track record for being a strong team player. You are a resourceful self-starter; thrive in a fast-paced, dynamic setting and enjoy multi-tasking in a technical environment.

### **Duties and Responsibilities**

- Provide proactive executive calendar management on an on-going basis
- Coordinate meetings, team meetings and travel arrangements
- Organize Council and departmental meetings, including preparing agendas, and keeping accurate minutes and records
- Follow up on deadlines and commitments made to or by the CEO or Chief & Council
- Assist with team engagement activities including team member recognition, planning and supporting team events, etc.
- Prepare performance reports and track team results, and prepare presentations and other required documents to support the CEO
- Produce monthly reports as required, maintain vacation schedules and sick day reports

### **Essential Qualifications**

- Minimum successful completion of Grade 12
- Preference to candidates with completed post-secondary studies, particularly in business or administration disciplines
- Valid Class 5 BC Drivers license with access to vehicle
- Must provide a criminal record check

### **Assessed Qualifications**

- Advanced skills and knowledge using MS Office software (Excel, Word, Outlook) multiple calendar management
- Highly organized archiving skills
- Demonstrate excellent oral and written communication skills
- Organized, accountable, responsible and able to maintain confidentiality
- Preference will be given to qualified Aboriginal applicants
- Very strong organization skills and attention to detail
- Excellent oral communication skills; professional and confident phone manners, in-person reception and host abilities.
- Precise and effectively written e-mails; ability to edit correspondence and reports
- Professional image combined with strong interpersonal skills, high level of professionalism, customer service, energy, speed and accuracy
- Resourceful, with the ability to prioritize, multitask and meet deadlines with minimal supervision
- Discretion and diplomacy
- Dedicated, personable, and confident person who is passionate about his/her career

- Makes decisions and recommendations governed by general procedures, policies and guidelines
- Exercises independent judgment in planning, organizing, scheduling of work
- Exercises initiative and adapts procedures to address unusual problems and resolves conflict

**Only applicants granted an interview will be contacted:**

- Interviews will then be conducted.
- Written tests may be administered.
- Reference checks will be conducted.
- Proof of education must be submitted at the interview.
- Successful candidate must meet and maintain the Conditions of Employment throughout their employment.
- You will be required to show how you demonstrate the essential qualifications (i.e. Education, Experience and/or Occupational Certification) for the initial screening through your resume, cover letter or response to screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiated by examples.
- Information on your described skills, experience, etc. provided in a cover letter or screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process.

**Required Experience:**

- 3+ years' experience in an administration or office environment

**Terms of Employment**

- A competitive compensation package, commensurate with experience is offered. The successful candidate will also be provided a comprehensive package including medical, dental and pension benefits. This is a full time position located at Tin Wis, near Tofino BC. The successful candidate will be expected to reside in the area.
- At TFN, we are committed to diversity and equitable access to employment opportunities based on ability. Preference will be given to a qualified Aboriginal candidate. The successful candidate will be required to provide a satisfactory criminal record check and be willing to sign an Oath of Confidentiality.

**Tips for applicants:**

- Please provide complete and thorough details of your education and experience.
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history. You must be specific and provide concrete examples/details for each Experience element, as applications will be screened only on the information provided.
- Failure to provide sufficient information may result in your application being screened out of the competition.

Submit your resume, covering letter, and reference letters stating how you meet these qualifications:

**Deadline for receipt of application is: May 31<sup>st</sup> 2016 by 4:30pm**

Applications may be mailed to:

Ted Adnitt

Chief Executive Officer

PO Box 18 Tofino, BC V0R 2Z0 Referencing: Housing Coordinator Position

or by:

Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org) Fax: 250.725.3352

or drop at the office in a sealed envelope, #1119 Pacific Rim Highway, Tofino





# Tla-o-qui-aht First Nations

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## Janitorial

### Casual / On-Call

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Provides general custodial duties for the Nation's facilities in order to ensure that they are maintained in a safe, healthy and sanitary manner.

#### **Duties and Responsibilities**

##### Cleaning

- Provide interior cleaning of the Nation's facilities, including washing, mopping, waxing, vacuuming, and dusting the buildings' structural frame and interior furnishings.
- Perform deep cleaning tasks, such as shampooing rugs and waxing floors in accordance with the established cleaning schedule.
- Dispose of trash by emptying waste bins and ashtrays and picking-up litter.
- Ensure that entryways are clean and accessible as to provide a safe entry to and exit from the building.
- Maintain an inventory of cleaning supplies.
- Replenish the facilities stock of disposable items, such as toilet paper, paper towel, and soap.
- Report any identified repair and maintenance needs.
- Perform checks for burnt-out lights and replace as necessary.

#### **Qualifications**

##### Education, training and certificates

- High School Diploma
- WHMIS

##### Work experience

- Housekeeping experience

##### Knowledge, skills, abilities, and attributes

- Cleaning and chemical supplies
- Skills and abilities:
- Time management, able to work independently and without direct supervision
- Attention to detail, honest and trustworthy

Submit your resume, covering letter, and reference letters stating how you meet these qualifications:

**Deadline for receipt of application is: May 31<sup>st</sup> 2016 by 4:30pm**

Applications may be mailed to:

Ted Adnitt

Chief Executive Officer

PO Box 18 Tofino, BC V0R 2Z0 Referencing: Housing Coordinator Position

or by:

Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org) Fax: 250.725.3352

or drop at the office in a sealed envelope, #1119 Pacific Rim Highway, Tofino



# Tla-o-qui-aht First Nation

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## Labourer

Casual – On Call

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Tla-o-qui-aht First Nations Administration seeks individuals interested in labour positions for an on-call basis in various departments. These positions or specific projects may include heavy lifting, physically intensive work in and outdoors for the Public Works, Fisheries, and Natural Resources departments. We are looking for motivated, and team oriented individuals to join us on an on-call basis.

### **Duties and Responsibilities**

- Maintenance of buildings, grounds, and sometimes remote locations within the Tla-o-qui-aht Territories.
- Physically intensive lifting, hauling, and maintenance work would be required
- Grounds work – cutting grass, brush clearing, cleaning gear, removing and hauling garbage where necessary
- May require some boat, and vehicle travel

### **Qualifications**

- Valid Class 5 Driver's license (with a driver's abstract will be required)
- Ability to withstand physically intensive work, hauling, and long periods of standing.
- Must provide a criminal record check
- Occupational First Aid training – (asset but not required) training can be provided
- Any other relevant certifications (carpentry, marine operators training, SVOP, MED etc)

Please submit your cover letter, and resume outlining how you meet these qualifications with copies of any relevant certifications. Applications can also be picked up at the TFN Office at #1119 Pacific Rim Highway.

### **Deadline to apply is : Friday May 20<sup>th</sup> , 2016 by 4:30pm**

Submit your resume, covering letter, and reference letters to:

Chief Executive Officer – Ted Adnitt

PO Box 18 Tofino, BC V0R 2Z0

Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org) Fax: 250.725.3352

Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway Tofino



# Tla-o-qui-aht First Nation

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## Education Manager

**60% of Full Time Position**

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The Education Manager of Tla-o-qui-aht First Nations is responsible for the provision of services and implementation of programs in accordance with plans and budgets approved by Chief & Council. Reporting to the Chief Executive Officer, the Education Manager provides leadership in and is accountable for the operations, management, administration, implementation and coordinator of the Education department and staff which comprises of Early Childhood Education, Home school Liaison, Daycare/Pre-School, Elder, Youth and Language Programs.

### **Qualifications**

The Education Manager will have related experience and training in education and administration with qualities necessary to maintain and enhance the accomplishments and reputation of the Education Department:

- Related training and experience in education and administration
- Demonstrated ability to work successfully with students, parents, professional colleagues and others in a learning environment
- Demonstrated ability to facilitate a team approach to the development of community Education Programs
- Excellent oral and written communication and public relations skills
- Minimum of two years experience in the management, budgeting and reporting requirements in the fields represented by the Education Department.
- Knowledge of policies and procedures in the programs, services and activities of the Education Department coupled with a broad understanding of how bullying and nutrition impacts learning, social, health and well-being of aboriginal people.
- Must be a 'Team Leader' having strong inter-personal and leadership skills.
- Must be capable of managing a multi-disciplined organization in an orderly and accountable manner.
- Valid Driver's License
- Pass a Criminal Records Check

Please submit your cover letter, and resume outlining how you meet these qualifications with copies of any relevant certifications. Applications can also be picked up at the TFN Office at #1119 Pacific Rim Highway.

**Deadline to apply is : Friday May 20<sup>th</sup> , 2016 by 4:30pm**

Submit your resume, covering letter, and reference letters to:

Chief Executive Officer – Ted Adnitt

PO Box 18 Tofino, BC V0R 2Z0

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# Tla-o-qui-aht First Nations

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## Housing Coordinator

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The position of Housing Coordinator is responsible for the administration, management and delivery of all Tla-o-qui-aht housing programs, services and properties within the communities of Esowista, Ty-Histanis and Opitsaht. This position reports to the Public Works Manager, and is a full time permanent position.

A high level of interpersonal skills and experience pertaining to client relations and program administration is required. Experience related to budgeting, proposal writing, assets and property management, housing compliance standards are all factors that will be measured for prospective candidates.

### **Duties and Responsibilities**

- Assist in managing and administering all housing programs, services and properties
- Maintain new and existing records of all future and current tenants in compliance with the established standards
- Work with tenants and community members to resolve housing situations, repairs, standards and tenant compliancy as outlined in the TFN Tenancy Agreements
- Enforcing housing related policies and bylaws
- Providing monthly financial reports and analysis to the PW Manager, quarterly to the CEO, CFO and Chief and Council.
- Providing support to the TFN Housing Committee
- Assess, assign and prioritize work to repairs and maintenance staff
- Maintain internal controls and standards concerning maintenance & repairs, records, purchasing criteria, accounts receivable procedures, and program equipment.
- Researching, and preparation of proposals with other agencies, and maintenance of and reporting on any existing outside funding sources maybe be required.
- Other duties as assigned by the Public Works Manager.

### **Essential Qualifications**

- Successful completion of Grade 12
- Post Secondary Education and/or training in related field; or equivalent combination of training and experience may be considered
- Valid Class 5 BC Drivers license with access to vehicle
- Must provide a criminal record check
- Applicants are required to be in good standing with the TFN Housing program

### **Assessed Qualifications**

- Knowledge of program policies and procedures, services and activities of the housing department.
- Strong skills and knowledge using MS Office software (Excel, Word, Outlook)
- Ability to handle difficult situations with tact and sound judgement
- Team orientated, ability to take initiative, work independently
- Able to demonstrate strong leadership skills.
- Demonstrate excellent oral and written communication skills
- Organized, accountable, responsible and able to maintain confidentiality
- Preference will be given to qualified Aboriginal applicants

Only applicants granted an interview will be contacted:

- Interviews will then be conducted.
- Written tests may be administered.
- Reference checks will be conducted.
- Proof of education must be submitted at the interview.
- Successful candidate must meet and maintain the Conditions of Employment throughout their employment.
- You will be required to show how you demonstrate the essential qualifications (i.e. Education, Experience and/or Occupational Certification) for the initial screening through your resume, cover letter or response to screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiated by examples.
- Information on your described skills, experience, etc. provided in a cover letter or screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process.

Tips for applicants:

- Please provide complete and thorough details of your education and experience.
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history. You must be specific and provide concrete examples/details for each Experience element, as applications will be screened only on the information provided.
- Failure to provide sufficient information may result in your application being screened out of the competition.

Submit your resume, covering letter, and reference letters stating how you meet these qualifications:

**Deadline for receipt of application is: May 31<sup>st</sup> 2016 by 4:30pm**

Applications may be mailed to:

Ted Adnitt  
Chief Executive Officer  
PO Box 18 Tofino, BC V0R 2Z0 Referencing: Housing Coordinator Position  
or by:  
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