



# TSAWOUT FIRST NATION

NEWSLETTER

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

JUNE 2023



## TRIBAL JOURNEY PRACTICE

Tsawout Fisheries Department participated as the pilot boat for the Tribal Journey canoe trip from Tsawout to Victoria Inner harbour.

It was great to see the youth out working hard and having fun while paddling, many of them being first timers.

See p.14 for more Fisheries Department news.

**Chief and Council Elections on  
July 5, 2023.**

See p.02 for more details.

### **Inside this Issue:**

---

P/02. POLLING NOTICE 2023

---

P/03. COMMUNITY NEWS

---

P/07. HOUSING NEWS

---

P/10. EDUCATION NEWS

---

P/11. HEALTH NEWS

---

P/13. MEMBERSHIP NEWS

---

P/14. FISHERIES NEWS

---

P/15. EMPLOYMENT OPPORTUNITIES

---

P/18. SOCIAL DEVELOPMENT NEWS

---

P/19. GARBAGE, COMPOST & RECYCLING

---

# COMMUNITY NEWS - POLLING NOTICE

Notice is hereby given to the electors of the Tsawout First Nation that a poll will be held to elect one (1) Chief and Eight (8) Councillors to the Council of the Tsawout First Nation. The poll will be held at The Tsawout First Nation Gym located at 7728 Tetayut Road, Saanichton, B.C. on the 5th day of July, 2023 from 9:00 AM until 8:00 PM (local time).

And that I will count the votes at the Tsawout First Nation Gym located at 7728 Tetayut Road, Saanichton, B.C. on the **5th day of July, 2023**, immediately after the close of the poll and declare the results of the election.

Given under my hand at Delta, British Columbia, on May 23, 2023.




F.P.Schiffner,  
Electoral Officer  
Phone number: 604-786-2512  
Toll Free: 1-800-813-2173  
Email: fschiffner90@gmail.com

<b>TSAWOUT FIRST NATION NOMINATED CANDIDATES AS OF MAY 23, 2023</b>
---

<b>CHIEF</b>	
1	ETZEL, JOHN SR.
2	PELKEY, ABRAHAM
3	SAM, MARY ANN
4	UNDERWOOD, BRUCE
5	UNDERWOOD, LLOYD

<b>COUNCIL</b>	
1	BILL, MAGGIE
2	CLAXTON, DAN
3	CLAXTON, JENNIFER
4	ELLSWORTH, MAUREEN
5	ETZEL, JOHN SR.
6	ETZEL, SAMANTHA
7	HERMSEN, ELIZABETH
8	HORNE, GEORGE LEO
9	JIM, CHRISTOPHER
10	JONES, MONIQUE
11	JOSEPH, BLAKE
12	LAFORTUNE, PERRY
13	PELKEY, ABRAHAM
14	PELKEY, EDITH
15	PELKEY, ERIC SR
16	PELKEY, FLOYD
17	PELKEY, JOEL
18	PELKEY, SANDRA
19	SAM, STANLEY
20	SAMPSON, MARION
21	UNDERWOOD, ADRIAN
22	UNDERWOOD, BRUCE
23	UNDERWOOD, HARVEY
24	UNDERWOOD, RICHARD
25	UNDERWOOD, TRACY
26	WILLIAMS, DONALD
27	WILSON, JOHN
28	WILSON, KEVIN

<p><b>NOTE: THE ABOVE LIST OF CANDIDATES ARE SUBJECT TO WITHDRAWAL UP TO AND INCLUDING JULY 5, 2023</b></p> 
--



TSAWOUT  
FIRST NATION

TRIBAL  
JOURNEYS  
2023

PADDLES  
UP!

Canoes land in Tsawout July 21st 2023 then to Muckleshoot for final landing

If you or your family are interested in travelling, please contact Michelle McDormand at [mmcdormand@tsawout.ca](mailto:mmcdormand@tsawout.ca) or call 250-885-7095.

*\*Need numbers as relatives in US are requesting an estimate.*





# COMMUNITY NEWS - CALL FOR ARTISTS!

The District of Central Saanich is seeking an artist, or artists, to create a mural in Brentwood Bay/ WJOŁŁŁP this summer on a blank wall at the Cultural Centre!

The centre is home to the library, senior centre, police community office, after-school care program and Panorama recreation classes. As such, the theme is about celebrating community connections and highlighting diversity, inclusion and accessibility.

The purpose of the Community Art Program is to make art publicly accessible and enhance the enjoyment of public spaces, share local culture and contribute to community pride.

**Installation:** The wall is textured stucco and will be installation-ready. This may include power washing, any necessary repairs and a fresh coat of base paint. (Following mural installation, the District may coat the mural with an anti-graffiti coating.)

**Location:** Central Saanich Cultural Centre, 1209 Clarke Rd

**Size:** 36 ft wide and 13.5 ft tall

**Surface:** Concrete block

**Budget:** Up to \$10,000

For details and to apply, please scan code or visit:

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





**COMMUNITY NEWS - FREE HAIRCUTS**

**Free hair cuts in the  
multipurpose room 12pm to  
5pm First come, First served**

FRIDAY  
June 9th  
12PM-  
5PM



**Contact - 250-652-1149**



# PLEASE SUPPORT

*ĆIEMĆES Julius Etzel has been selected to represent Team BC in Soccer at NAIG held in Halifax Nova Scotia July 15 - 23, 2023*

ĆIEMĆES is seeking financial support for his upcoming competition where he is representing Team BC and our W̱SÁNEĆ Nation and his home of Tsawout FN

WE WILL PROVIDE UPDATES AND PICTURES DURING THE GAMES.

E-TRANSFER: [johnetzel8@gmail.com](mailto:johnetzel8@gmail.com)

I am also happy to pick up any financial donations please call me at (250) 882-8522



**ĆIEMĆES Julius Etzel #7**







**Happening in  
June 2023!**

**TSAWOUT FIRST NATION  
HOUSEHOLD  
ENGAGEMENTS**

**ARE HEALTH PROGRAMS & SERVICES  
MEETING YOUR NEEDS?**

IN JUNE 2023, THE FIRELIGHT GROUP, ON BEHALF OF THE HEALTH DEPARTMENT, WILL BE GOING DOOR-TO-DOOR TO SIT DOWN WITH COMMUNITY MEMBERS AND HEAR FROM YOU ON CHILD, YOUTH, FAMILY AND ELDERS PROGRAMS AND SERVICES.

**PARTICIPATING HOUSEHOLDS WILL RECEIVE A  
\$100 GROCERY STORE GIFT CARD**

**AND BE ENTERED INTO A DRAW FOR A GRAND PRIZE!**

FOR QUESTIONS, PLEASE CONTACT TSAWOUT HEALTH RECEPTION, AT  
[HEALTHRECEPTION@TSAWOUT.CA](mailto:HEALTHRECEPTION@TSAWOUT.CA) OR [250-652-1149](tel:250-652-1149)

# HOUSING OUTREACH UPDATE

---

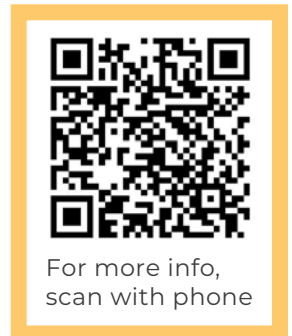
## Aurora Supportive Housing

---

Tsawout assisted community members with applying for this supportive housing offered by BC Housing and Pacifica Housing. Six Tsawout community members have been selected to move into supportive housing in June (date to be determined). Supportive housing is a self-contained studio home with various support services provided on-site, to help people achieve and maintain housing stability. Supports could include:

- outreach workers
- life skills training
- employment assistance
- connection and referral to community services and support groups

Congratulations to the successful applicants! Although all units have been filled, BC Housing will accept applications for any future vacancies. If you would like to apply please contact Monique Horne at the band office.



## Tsawout Calls for Service

---

Between February to May Tsawout has received and responded to about 60 calls for housing maintenance/services. These services range from minor household repairs to appliance maintenance/support in Tsawout homes. With the support of Wally Charlie, the new housing maintenance worker, we were able to respond to these requests for service. Tsawout housing and maintenance can provide minor repairs and housing maintenance support to households who are not currently in arrears and are up to date with rent payments. The work order request form can be found on the Tsawout website: <https://tsawout.ca/housing/>

## Housing Needs Survey

---

The Housing Needs survey has now been closed and the housing team is reviewing the results. Sixty-three Tsawout band members completed the survey. Thank you to all those who participated in this survey that will provide useful information to the housing department and help to give a better understanding of the community's housing needs. The housing outreach worker Monique will be in contact with those who agreed to a housing assessment to book appointments. If you have not collected your Thrifty Foods gift card, please contact Monique to pick up your card at the band office.

## Gimme Shelter

---

The Tsawout Housing Department hosted a Gimme Shelter certificate program in March 2023. One community member attended and successfully completed the program. The Gimme Shelter program is a course to prepare for home rental on reserve. Through this course you will learn your rights and responsibilities, learn how to create a budget for your housing, learn how to resolve conflict and learn how to manage your home. Salish Sea Housing located at 7611 Central Saanich requires completion of the Gimme Shelter Course or a Ready to Rent certificate. Tsawout will host another course in June (Date TBD). Contact Monique to get your name on the list for this program.



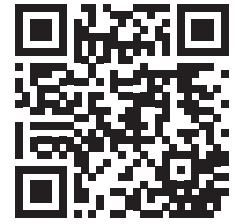
# HOUSING OUTREACH UPDATE

---

## Salish Sea Housing

---

Victoria Native Friendship Centre has released the applications for the Salish Sea work force family housing located at 7611 Central Saanich Rd. Applications can be found by scanning the QR code or on the Tsawout website at <https://tsawout.ca/salish-sea-housing/>.



This housing is work force – affordable housing; rent will be no more than 30% of household income. There are 2 and 3 bedroom units available. Monique with Tsawout Housing is available to assist with the applications if anyone needs support.



## Housing Applications

---

Tsawout is currently updating the housing application list. If you have not updated your housing application in the last 6 months please complete a new application form. You can find these forms on Tsawout's website at <https://tsawout.ca/housing/> or by scanning the QR code. Call Monique at the band office for assistance completing the form.



## Tsawout Housing Team

---

Our Housing Team includes:

- Will Wieler – Housing Manager
- Monique Horne – Housing Outreach
- Walter Charlie – Housing maintenance
- Mary Jane Garzon – Housing Finance

# EDUCATION NEWS - DROP-IN PLAY GROUP



## **FRIDAY'S STARTING APRIL 28<sup>TH</sup>, 2023 **DROP-IN PLAY GROUP!****

**Head Start invites Mom's, Dads, Caregivers!**

Every Friday starting this month there will be drop in play group for children ages 0-6 years with their caregivers! Come and connect with each other, learn about your child's developmental milestones.

Safe and comfortable place

Lunch will be provided.

Milk, eggs, and other incentives for new mothers!

**Time: 11 – 2pm**

Where: Language nest room downstairs @ the Tsawout Band Office

Please contact Ellie for more information

250-652-9101 ext: 331

If you need transportation please contact us!

**COME OUT AND MEET OUR NEW HEAD START OUT REACH PROGRAM SUPPORT STAFF!**

***June 23rd will be the last play group before summer camps begin.***



## EDUCATION NEWS - POST-SECONDARY LANGUAGE



[fpcc.ca/yes](https://fpcc.ca/yes)

### Do you want to learn your language as part of your post-secondary education?

Receive up to \$30,000 in funding for B.C. First Nations students age 18-35!

**Apply by June 14, 2023**

This program includes:

- Tuition
- Living & tech allowance
- Mentor-apprentice language learning
- Paid internship

Program Contact: Beckie Wesley  
[yes@fpcc.ca](mailto:yes@fpcc.ca)



SCAN ME

## HEALTH NEWS - NP AWAY

Please note that Kelly Sharp, Nurse Practitioner will be away on:

June 15 - 19, July 26 - 31 and August 1 - 8, 2023.

# HEALTH NEWS - PROGRAM UPDATES

## FAMILY FOCUS: HEALTH AND EDUCATION MEET AND GREET

### PARENTS JOIN US!

Come meet members of the Health and Education teams looking to support and engage with young families in the community.

Team members will be available to meet with families, provide health and education program updates and answer any questions.

**DATE:** Every Monday, starting May 18, 2023

**TIME:** 2:30 pm - 3:30 pm

**PLACE:** Tsawout Multipurpose Room

**ENTER TO WIN A JBL BLUETOOTH SPEAKER!**



For more information, contact Devon, Community Health Nurse at [nurse@tsawout.ca](mailto:nurse@tsawout.ca) or call the Band Office (250) 652-9101.



**JOIN US!**

"Fit for Life" is a CrossFit like fitness program for all ages and activity levels. Classes begin May 23rd and will continue every Tuesday night from 5:30-6:30 pm in the fitness center located next to the classrooms downstairs in the admin building. We look forward to seeing you there.



# MEMBERSHIP NEWS - STAFF INTRO & UPDATE



## Jaclyn Charlie

tataqwtamaat / nuu?uhpa TFE NE SNÁ

### Membership Clerk

Hello, My Name is Jaclyn Charlie. I am from Songhees Nation, I also have ties to Ahousaht, Cowichan and Tsartlip Nations.

I have recently joined the Tsawout First Nation team as the Membership Clerk. I am very excited for this opportunity, and I look forward to meeting and working with everyone.



250-652-9101 ext 318



membership@tsawout.ca

### Do you need to renew your Secure Certificate of Indian Status (SCIS)?

If your secure status card is up for renewal, your First Nation office or Indigenous Services Canada can help you through the renewal process.

#### How to renew:

- Read the instructions and complete the renewal application form.
- Download the free SCIS Photo app to submit your photo.
- Submit your complete application by mail or in person at your First Nation office.

For more information on how to renew your secure status card and to access the application, please scan the QR code below with your mobile device or visit [canada.ca/indian-status-card](http://canada.ca/indian-status-card).

Still have questions? Please contact the Public Enquiries Contact Centre by phone at 1-800-947-9694 or by email at [info@indian-status.gc.ca](mailto:info@indian-status.gc.ca).

1-877-343-7383  
1-800-947-9694

## Services I can currently offer, and I am working on.

- **Looking for Tsawout members to join the membership committee – Please feel free to e-mail or phone me for expression of interest.**
  - We need 7 Committee Members who are at least 18 years of age or older and none of whom are members of council will be appointed by council.
  - Appointments to the Membership Committee will be made in a manner so as to provide for a broad representation of the Tsawout First Nation Community we need at least 2 SELWÁN and 1 Youth Member (18-25) will be appointed to the committee.
- **Assistance with filling out the Secure Status Card Applications**
- **Birth Registration**

## Benefits and what is required for the secure status card application.

- The Secure status card is good for 10 years for adults and dependent adults and 5 years for children.
- For adult applications 2 pieces of valid ID – 1 which is picture and a secondary ID.
- For child/ren applications 2 pieces of Parent/Guardian ID & 1 piece of child's ID *examples.*
  - passport.
    - an international passport is acceptable if it includes the name, date of birth, photo, and signature of the applicant and, if not in English or French, is accompanied by a professionally translated version.
  - driver's license
  - enhanced driver's license
  - Canadian military identification card
  - government-issued identification card
  - government-issued enhanced identification card
  - health card
  - Canadian citizenship card issued before February 1, 2012
  - Canadian permanent resident card
  - U.S. permanent resident card

Please feel free to e-mail to set up a time for these! 😊

Off Reserve Tsawout Members has your address changed? Please send me updated information!

## FISHERIES UPDATE

---



Fisheries started the month of May out with a fun day participating as the pilot boat for the Tribal Journey canoe trip from Tsawout to Victoria Inner harbour. It was so great to see the youth out working hard and having fun while paddling, many of them being first timers. Congrats to those who participated!

Another great week was spent with Youth and Elders camping on John's Island in the USA. Fisheries was proud to provide water taxi service for Wsanec Leadership Secondary school students and teachers. It was lovely weather for a great time learning language and sharing meals.

Fishing has been slow, but there are crab deliveries that will be continuing soon. Dion has been busy prepping more traps in his spare time and preparing for taking community members to get out fishing this summer on the Tsawout vessels. A notice will come out soon for anyone who is interested, and wants to sign up for a fishing day!

Tsawout Fisheries has joined the WATCH program and are now set up to begin monitoring phytoplankton and biotoxins in shellfish. We are hoping to help give the community access to timely safety information about seafoods and harvest areas.

Shae ended this month with a fun afternoon releasing 97 fry into Tetayut creek with participants from the Learning House after school program.



# EMPLOYMENT NEWS - BUILDING MAINTENANCE



**TSAWOUT FIRST NATION**

## EMPLOYMENT OPPORTUNITY

**POSITION:** BUILDING MAINTENANCE WORKER  
**HOUR OF WORK:** FULL-TIME, (35 HRS./WEEK), FLEXIBLE HOURS (including evenings & weekends)  
**REPORTS TO:** JANITORIAL/MAINTENANCE COORDINATOR

**POSITION SUMMARY:** This is a full-time with flexible hours position and primary responsibilities are to provide indoor janitorial, minor repairs and maintenance for all areas including all common areas, reception/lobby, classrooms, meeting rooms, offices, hallways, stairwells, gym and kitchen. This position is also required to work flexible hours, including evenings and weekends to do set-up and tear-down for meetings/rentals.

### RESPONSIBILITIES:

#### Janitorial:

- Mop floors, vacuum carpeted areas, dust furniture, and clean windows and windowsills.
- Operate floor cleaner for gym.
- Empty waste baskets, garbage cans, recycle and compost bins and deliver to outdoor bins.
- Maintain entrance, lobby areas, including doors, handles and windows.
- Clean and disinfect sinks, counters, floors, toilets and fixtures, and spot clean walls and partitions.
- Replenish tissue, paper towels and soap dispensers.
- Maintain storage areas and ensure proper storage of cleaning supplies.
- Help maintain adequate supply of cleaning/janitorial supplies.
- Work with other staff to deep clean as required, sometimes afterhours/weekends.

#### Indoor Maintenance:

- Identify and address maintenance issues and minor repairs, i.e., light fixtures, wall sockets, etc.
- Meeting room, gym/facility rentals or event set-up and tear-down requirements, and retrieve, set-up and return tables/chairs to storage.
- Assist with moving office furniture/equipment.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Valid WHMIS Certificate (Workplace Hazardous Materials Information System) is required however, WHMIS training can be provided.
- Ability to identify and use the right tools and equipment for different tasks.
- Ability to follow instructions and work independently with limited supervision.
- Strong customer service and communication skills and ability to maintain positive working relationships.
- Must be reliable, demonstrate sound work ethics and be proactive.
- Physical demands include standing, walking, bending, heavy lifting, operate cleaning equipment, moving furniture and desks.
- Criminal Record Check is a condition of employment.
- Driver's License is an asset.

### Personal Attributes

The Building Maintenance Worker maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Respect, Empathy, Strength, Pride and Equality

**DEADLINE: FRI., June 2, 2023**

Please submit cover letter, resume with salary expectations, and 3 references to:

Colleen Spence, HR Manager  
Tsayout First Nation  
7728 Tetayut Rd., Saanichton, BC V8M 2E4  
[hrmanager@tsawout.ca](mailto:hrmanager@tsawout.ca)

# EMPLOYMENT NEWS - HOME CARE ASSISTANT



**TSAWOUT FIRST NATION**

## EMPLOYMENT OPPORTUNITY

**POSITION:** HOME CARE ASSISTANT  
**HOOR OF WORK:** FULL-TIME, PERMANENT (35 HRS/WEEK)  
**REPORTS TO:** HEALTH MANAGER

**POSITION SUMMARY:** Tsawout First Nation (TFN) is seeking a highly motivated and compassionate Home Care Assistant to join our team and work with the Tsawout Community. The Home Care Assistant is a member of the Home & Community Care Team, within the Health Department and provides home support services to individual clients based on ensuring the dignity, respect and freedom of choice of individual lifestyle. This position works with the community members in their home and assists with and promotes optimum level of skills and activities for daily living and quality of life.

### DUTIES AND RESPONSIBILITIES

- Meets client's needs within a written care plan developed by the program assessors;
- Receives referrals from the LPN for clients requiring non-medical assistance;
- Receives referrals from the Adult Care Society for clients requiring medical assistance;
- Keeps daily records of all services provided to clients on the Mustimuhw Software;
- Provides personal care and assistance with daily living including but not limited to medication (prescription pick up and medicine administration), dressing and hygiene (bathing and toileting), shopping, meal preparation; facilitating community access and socialization;
- Maintains awareness of client's abilities, diet, diagnosis, personal leisure interests and special needs; (e.g. Oxygen therapy, code status, medications in emergencies);
- Performs delegated tasks and treatments under the direction of a therapist or nurse, such as therapeutic exercises, application of eye drops or topical ointments, oral suctioning, administration of oxygen, foot care;
- Communicates changes in client status and/or progress to the interdisciplinary care team, and participates in development of individualized client care plans;
- Performs regular safety monitoring, basic maintenance and cleaning equipment and reports concerns to the LPN;
- Provides light housekeeping duties to maintain a safe and sanitary environment such as cleaning bathroom, vacuuming and washing floors;
- Provides in-home companionship;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Attends departmental meetings and events as required;
- Participates in relevant training and workshops identified by the LPN to enhance program services;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Develops effective working relationships with clients, families and co-workers by assisting in the resolution of issues and complaints and refers them to the LPN when required;
- Presents a professional, positive and helpful attitude at all times;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the LPN.

### EDUCATION AND EXPERIENCE

- Personal Care Aid Certificate or Diploma, and
- Minimum of 1 year experience in the home support/personal care field;
- Experience working with elders or disabled persons an asset;
- Experience entering and extracting data using the Mustimuhw Information Solutions software an asset;
- Clean criminal record check required;



# EMPLOYMENT NEWS - HOME CARE ASSISTANT



## TSAWOUT FIRST NATION

### EMPLOYMENT OPPORTUNITY

- Food Safe Level 1 and WHMIS certifications;
- Valid standard first aid and CPR certificate;
- Class 5 driver's licence and reliable vehicle plus a clean driver's abstract is required;

#### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the operation and cleaning of medical equipment used by clients;
- Working knowledge of principles and practices of health care support;
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing;
- Ability to establish and maintain respectful, cooperative and productive working relationships with a variety of individuals to complete work assignments;
- Ability to work independently with limited direction;
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues;
- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;
- Ability to following safe work procedures;
- Strong work ethic including the ability to take initiative; to attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving

#### Personal Attributes

The Home Care Assistant maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Respect, Empathy, Strength, Pride and Equality

**DEADLINE: FRI., June9, 2023**

Please submit cover letter, resume with salary expectations, and 3 references to:

Colleen Spence  
HR Manager  
Tsayout First Nation  
7728 Tetayut Rd., Saanichton, BC V8M 2E4  
[hrmanager@tsawout.ca](mailto:hrmanager@tsawout.ca)

# EMPLOYMENT NEWS - LPN



**TSAWOUT FIRST NATION**

## EMPLOYMENT OPPORTUNITY

**POSITION:** LICENSED PRACTICAL NURSE (LPN)  
**HOOR OF WORK:** FULL-TIME, PERMANENT (35 HRS/WEEK)  
**REPORTS TO:** HEALTH MANAGER

**POSITION SUMMARY:** Tsawout First Nation (TFN) is seeking a highly motivated and compassionate Licensed Practical Nurse (LPN) to join our team and work with the Tsawout Community. The LPN practices in accordance with the standards, scope and code of ethics as outlined by the College of Licensed Practical Nurses of BC (CLPNBC) as well as within a client (patient, resident) and family centered care model and the vision and values of the organization. Working independently and collaboratively as a member of the Primary Care Team the LPN performs full scope of practical nursing functions as outlined by Community Licensed Practical Nursing of BC for clients with predictable outcomes within a designated area of specialty. Under general supervision, supports the Registered Nurse in caring for clients with unpredictable outcomes or where the acuity or complexity of care requires an advanced level of knowledge and skill beyond the scope of practice for Licensed Practical Nurse. Maintains and advances clinical competence pursuant to the standards of practice of CLPNBC. The LPN will supervise and oversee the Home Care/Support Workers and the Patient Transport Worker.

### DUTIES AND RESPONSIBILITIES

- Work with Home Care/Support Workers when needed;
- Assess client needs for home care support when requested;
- Administer medications and document therapeutic effects;
- Take vital signs (temperature, blood pressure, pulse and respiration);
- Assist with resident comfort;
- Prepare and administer injections and/or enemas;
- Collect samples and monitor catheters;
- Provide wound care;
- Ensures patient files are accurate prior to scheduled appointment;
- Data entry client's case notes in Mustimuhw;
- Attend department staff meetings;
- Assist clients in completing required written documents;
- Sterilize and set up medical supplies and equipment for all exams and procedures;
- Order and monitor inventory of medical supplies;
- Draft and prepare a variety of documents as needed, such as posters, newsletter inserts, reports, correspondence, etc.;
- Communicate patient care with appropriate health providers as needed;
- Refer clients to appropriate internal and external health resources as needed;
- Schedule appointments depending on type of treatment, length of time required, and staff schedules;
- Manages phone system to answer, screen, and transfer calls to the appropriate team member when necessary
- Confirm and follow up with clients regarding visits and scheduled appointments;
- Assist with First Nations Health Benefits and other health Benefits and/or programs;
- Arranges medical tests and receives reports.

### EDUCATION AND EXPERIENCE

- Graduate from a recognized Licensed Practical Nursing program;
- Valid registration as an LPN in good standing;
- Knowledge of internal and external community health resources;
- Knowledge of First Nation's Health Benefits billing process an asset;



# EMPLOYMENT NEWS - LPN



## TSAWOUT FIRST NATION

### EMPLOYMENT OPPORTUNITY

- Knowledge of medical terminology an asset;
- First Aid Certificate / CPR Level C is required;
- BC Drivers' License and reliable vehicle considered an asset;
- Criminal Record Check required.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Tsawout First Nation culture, customs, and traditions an asset;
- Knowledge of working and assisting with family across the life span;
- Well-developed written, oral, and interpersonal and organizational skills;
- Able to foster and build relationships within a diverse population;
- Time management with the ability to multitask different tasks simultaneously;
- Excellent computer skills;

#### Personal Attributes

The LPN maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Respect, Empathy, Strength, Pride and Equality

**DEADLINE: FRI., June9, 2023**

Please submit cover letter, resume with salary expectations, and 3 references to:

Colleen Spence  
HR Manager  
Tsawout First Nation  
7728 Tetayut Rd., Saanichton, BC V8M 2E4  
[hrmanager@tsawout.ca](mailto:hrmanager@tsawout.ca)

# EMPLOYMENT NEWS - RESPONSIBLE ADULT



**TSAWOUT FIRST NATION**

**EMPLOYMENT OPPORTUNITY**

**POSITION: RESPONSIBLE ADULT**  
**HOUR OF WORK: FULL-TIME, (30-35 HRS/WEEK)**  
**REPORTS TO: LANGUAGE NEST COORDINATOR/EDUCATION MANAGER**

**POSITION SUMMARY:** The Responsible Adult Worker provides support to the staff and children who attend the Language Nest Immersion program.

## **Daily Duties Include:**

- Classroom set-up and clean-up,
- Participate and supervise children during lessons and cultural activities,
- Snack room set-up, clean-up and distribution of snacks,
- Meet the children when they arrive,
- Participate in daily activities,
- Assist teachers with language immersion program,
- Learning the SENCOTEN language,
- Participate in cultural activities such as story telling, arts and crafts,
- Assure all children are safe and feel safe within the program,
- Supervise field trips,
- Take daily attendance, notify parents of closures,
- Communicate with parents and guardians,
- Tend to infants and children when needed.

## **Education and Experience**

- High school graduate,
- Willing to take Adult Responsibility online certification,
- Previous experience working with infants, children and elders,
- Valid First Aid Certificate and CPR-C (or higher),
- Valid Class 5 or 4 driver's license preferred.
- Vulnerable Sector Criminal Record Check is a condition of employment.

## **Skills**

- Strong interpersonal and communication skills,
- Ability to work independently and to exercise initiative,
- Strong organizational ability,
- Ability to work with a wide variety of ages and demographic groups,
- Ability to supervise infants and/or children,
- Ability to observe and assess staff and student behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques,

## **Personal Attributes**

The Responsible Adult maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Respect, Empathy, Strength, Pride and Equality

**DEADLINE: FRI., June 2, 2023**

Please submit cover letter, resume with salary expectations, and 3 references to:

Colleen Spence, HR Manager  
Tsawout First Nation  
7728 Tetayut Rd., Saanichton, BC V8M 2E4  
[hrmanager@tsawout.ca](mailto:hrmanager@tsawout.ca)



# EMPLOYMENT NEWS - SUMMER STUDENTS



**TSAWOUT FIRST NATION**

## **SUMMER STUDENT JOBS (x 10)**

June – August 2023

### **Tsawout First Nation has the following positions:**

- 1 Summer Camp Supervisor
  - 9 Summer Camp Leaders
- 
- ALL positions are for applicants 16 to 30 years old and MUST be in school and MUST be returning in the fall of 2023. (Please verify with a letter from Administration or Counsellor or a report card of current and 2023 intended registration.)
  - ALL Positions are 8 weeks (June 26<sup>th</sup> to August 18<sup>th</sup>)
  - ALL positions are 30 hours a week, except where specified.
  - ALL successful applicants must attend a mandatory paid training provided prior to the start of the summer camp: (June 26<sup>th</sup> – June 30<sup>th</sup>) Hiring Forms/Orientation, Occupational First Aid Level 1, Food Safe Level 1, and Team Building
  - ALL applicants MUST have a social insurance number, status card and submit a Criminal Record Check at time of scheduled interview. \* Valid Class 5 driver's license is an asset.

**Program Summary for Summer Camp Supervisor:** This position works closely with the Camp Coordinator, Camp Leaders, Educational Assistants and all other camp staff. The Camp Supervisor assists with sign-in/sign-out, helps to implement daily D.E.A.R. time, engage with campers daily, organize and plan daily activities, and perform any other duties as directed by the Learning House Coordinator.

**Program Summary for Summer Camp Leaders:** This position works closely with and takes direction from the Learning House Coordinator and the Camp Supervisor. The Camp Leader engages with the campers and supports the program and activities each day. The Camp Leader performs any other duties as directed.

### **DEADLINE FOR APPLICATIONS: JUNE 2, 2023 (4:30 PM)**

Submit resume to: Colleen Spence, HR Manager  
Tsawout First Nation  
7728 Tetayut Road  
Saanichton, BC V8M 2E4  
[hrmanager@tsawout.ca](mailto:hrmanager@tsawout.ca)

**Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).**

**\*Only those that are shortlisted will be contacted**

**\*\* Applications MUST include a cover letter, resume, copy of valid certifications and 2 references**

## **NOTICE TO ALL CLIENTS ON INCOME ASSISTANCE**

**Please ensure that declarations and all supporting documents are in by the 15<sup>th</sup> of every month.** All declarations require applicant signature and, if applicable, it must include spouse signature, job search form, hydro and phone bill (if eligible), most recent paystubs and bank statements, if required.

**\*\* NO DECLARATION (paystubs, job search) = NO CHEQUE \*\***

**Cheque issue is the last Wednesday of every month.** Cheques are available for pick up between 9 am to noon and 1 pm to 4 pm. No calls are taken on cheque day and no one can pick up someone else's S/A cheque unless that person is seriously ill, has mobility barriers or other extenuating circumstances.

**Clients who submit their documents AFTER the deadline date** can pick up their cheque on the following Friday.

**Clients who need to update their file or apply for S/A** need to book an appointment between Tues. to Thurs.

## **NOTICE TO ALL EMPLOYABLE CLIENTS**

It is **MANDATORY** that all employable people seek employment. According to Social Development Policy 2.2: Termination of Benefits – Refusal or abandonment of employment opportunities, refusal to participate in an appropriate training or education opportunity or rehabilitation program will result in Social Development closing your file.

Failure to show any effort in seeking employment or education opportunities such as job searching, employment workshops or upgrading - will result with your SA file being closed. Whenever a decision is made to terminate client benefits, the client has a right to appeal the decision to Aboriginal Affairs and Northern Development Canada by picking up an administrative review form from Social Development. Thank you.

## **Tsawout Social Development (SD) – Income Assistance Application Process**

### **STEP 1 – OBTAIN APPLICATION FROM TSAWOUT RECEPTION TO MAKE AN APPOINTMENT.**

**NO APPOINTMENTS WILL BE MADE A WEEK PRIOR TO OR DURING THE WEEK OF CHEQUE ISSUE.**

- Complete Social Assistance Application Package
- Identification – Adults – 2 each (1 must be a photo)
- Identification – Children - 1 each
- Verification of Income – 60 day bank statements, pay stubs, 2 most recent pay stubs, EI Income and Spousal Support
- Utility Bills – BC Hydro, phone bill, gas or oil bill
- Tenancy Agreement – Tsawout Social Housing, CMHC documents or mortgage documents
- Privately Owned Homes – proof of ownership documentation
- Tax Forms – Canada Child Benefit, Notice of Assessment
- Other Supporting Documents

### **STEP 2 – INTAKE APPOINTMENT**

- Bring all supporting documents to your appointment
- If you have a spouse, he/she needs to be present to sign all documentation
- Employable clients are required to discuss a plan to obtain employment or have an education plan to attain further skills that will help you gain employment.
- If you are unable to seek employment, the worker will need a medical note that will temporarily excuse you from seeking employment or until you are eligible to apply for PPMB (Person with Persistent Multiple Barriers) or PWD (Person with Disability) designation.

### **STEP 3 – PROCESSING**











- Allow up to 5-7 business days for application approval.
- Worker will notify you of your eligibility for Income Assistance.
- We understand that you are in need of help and your matters are important to us. We are doing due diligence to ensure that the process is completed in a timely manner. We appreciate your patience.

### **STEP 4 – YOU HAVE BEEN CONTACTED TO INFORM YOU OF YOUR ELIBILITY STATUS**

- **Approved Applicants** – Will now have the responsibility to assure that all documentation (Declaration, utility bills, pay stubs, job search or any other required documents) is submitted by the 15<sup>th</sup> of each month to ensure they receive their entitlement on time. ALL clients have a responsibility.
- **Ineligible Applicants** – Varies on the situation.
- Will have an opportunity to gather missing or additional supporting documents.
- If you are eligible for EI or in receipt of EI, you will not be eligible for Income Assistance.
- You have earned income that is more than what you are eligible to receive, then you have to wait 30 days to reapply.
- If applicant does not agree with the decision, the applicant can appeal the decision – Inquire about this process with the Social Development Worker.

**\*\* Thank you for reviewing this information. It helps the review and assessment process. Social Development can be contacted at 250-652-9101 (ext. 306).**

# JUNE - GARBAGE, COMPOST & RECYCLING

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
			 			
11	12	13	14	15	16	17
			 			
18	19	20	21	22	23	24
			 			
25	26	27	28	29	30	
			 			

**Garbage pick-up (once/week)** If your garbage is missed or not picked up, call BFI directly at 250-652-4414.

**Compost (once/week)** If your compost is missed or not picked up, call Refuse at 250-381-6007. If called the same day or early the next day, it is possible to have it picked up the same week if they are in the area and they will ask you to have it at the end of the driveway by 7 am on whichever date they advise. If not, it will have to wait until the next regular pick-up date.

**Recycle (Bi-weekly)** If your recycle is missed or not picked up, call Emterra at 250-385-4399. Call by 11:00 am the next day and they can probably do a pick-up. If any later, it would have to wait until the next pick-up date.

*Reminder that the Heavy Garbage Program has ended. Please do not leave heavy garbage on the side of the road. We continue to clean up the dumpsite on Longhouse Road from the previous years programs. Please discard your heavy garbage at local metal recycle or Hartland landfill.*