



Tsq'escen' First Nation

Education Coordinator – Health Care Assistant Program

Job Summary:

The primary role of the Education Coordinator for the Health Care Assistant Program is to support students in the Health Care Assistant Certificate Program with TRU. Under the direction and supervision of Michelle Archie, the Education Senior Manager will work with students in a one-on-one and/or group dynamics as needed.

Education/ Training / Certification:

- Training within the Medical Field an asset.
- Willing to undertake Professional Development courses/workshops.

Experience:

- Experience working as an Adult Education
- Prefer experience providing support including working with First Nations Communities
- Experience working within the Medical Field

Personal Qualifications and Other Skills and Knowledge:

- Strong cultural sensitivity, understanding, and empathy.
- Ability to always maintain a high level of confidentiality and ethics.
- Ability to relate well to students, and community members.
- Capable of responding to competing demands in a variety of situations
- Ability to understand and effectively carry out oral and written instructions.
- Ability to assist with student personal routine, academic work and provide support for student(s).
- Ability to work with classroom teacher to provide education and support to an individual or group of students.
- Ability to incorporate a “Elder in Residence” program
- Willingness to learn and contribute.

Conditions of Employment:

- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance
- Must submit a Criminal Record Check

Term: **Temporary**
5 hours per day, Monday – Thursday

Rate: Based on Tsq'escen' First Nation Wage Grid - \$27.53 - \$34.87 Depending on Experience

Application Deadline: **January 26th, 2026**

Send resume and cover letter to:

Michelle Archie, Education Senior Manager
Tsq'escen' First Nation
Box 1030
100 Mile House, B.C.
V0K 2E0
michelle.archie@tsqescen.ca

As per Section 4.2 (4.2.3) of the Tsq'escen' Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.

Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.