



TK'EMPLÚPS
TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Executive Director
DEPARTMENT: Cmelámcten ("Medicine Home" or Medicine House")
SUB DEPARTMENT: Le Estcwicwéy (The Missing)
SUPERVISOR: Cmelámcten Board of Directors
TERMS: Full time- Permanent
REFERENCE #: 2026-122

Purpose of Position:

The Executive Director (ED) of the Tk'emlúps te Secwépemc Cmelámcten provides overall leadership, strategic direction, and operational management for a new Cmelámcten under Cmelámcten Board of Directors. This Cmelámcten – a "House of Healing" for those impacted by the former Kamloops Indian Residential School (KIRS) and other Indigenous community members affected, will be a safe space offering trauma-informed, culturally safe, and holistic wellness services. The ED upholds the vision of the Le Estcwicwéy (The Missing) initiative by ensuring programs support survivors, intergenerational family members, and others on their spiritual, mental, emotional, and physical healing.

Grounded in Secwépemc culture, traditions, and values, the ED integrates land-based healing practices and Secwépemc teachings into all aspects of the Cmelámcten. Reporting to the Cmelámcten Board of Directors, the ED is responsible for governance, program integrity, financial management, community engagement, and human resources at the Cmelámcten. This role requires a culturally grounded leader who can foster a culturally welcoming environment, align services with the TRC Calls to Action, UNDRIP, DRIPA and build a strong foundation for wellness for present and future generations

Duties and Responsibilities:

Governance & Leadership

- Work collaboratively with TteS leadership, Cmelámcten Board of Directors, and 13 Grassroots Advisory Council to develop and implement the Cmelámcten strategic plan, ensuring alignment with Tk'emlúps te Secwépemc vision and community priorities. Provide regular reports on operations, outcomes, and strategic initiatives to Chief and Council (Kúkwpi7 and Tkwenem7íplem), Board of Directors, First Nations Health Authority (FNHA).
- Develop and enforce organizational policies, procedures, and best practices in accordance with TteS governance and laws and relevant federal and provincial statutes.

- Ensure all activities comply with the TteS Financial Administration Law (FAL) and relevant regulations. Uphold commitments to the Shuswap Nation Declaration, TRC Calls to Action, UNDRIP, and DRIPA, embedding these frameworks into the Cmeláŋcten operations and plans.
- Model and enforce Secwépemc protocols and values in all governance matters. Ensure that cultural protocols (e.g. opening meetings with prayer or ceremony) are respected, and that guests, Survivors, Elders, and Knowledge Keepers are treated with honour and respect (the Secwépemc principle of *xyemstwécw*– honouring one another).
- Maintain the highest standards of integrity, confidentiality, and ethical conduct in line with both TteS policies and Secwépemc natural laws.
- Liaise with Cmeláŋcten Board of Directors, and funding partners to communicate progress, challenges, and success stories. Prepare briefing notes, proposals, and reports as required, ensuring transparency and accountability.
- The ED is the primary point of contact for the Cmeláŋcten in interactions with TteS administration and will represent the organization in governance forums or inter-agency meetings.

Program & Cultural Integrity

- Oversee the design, implementation, and evaluation of all Cmeláŋcten programs and services, ensuring they are high-quality, holistic (addressing mental, emotional, physical, and spiritual healing) and culturally grounded.
- Programs must emphasize Secwépemc traditional healing methods, land-based wellness practices, and language use, while respecting other Nation's beliefs, protocols, and culture alongside evidence-based therapeutic approaches for trauma and substance use.
- Ensure that all services are delivered in a trauma-informed manner that acknowledges residential school trauma, intergenerational impacts, and colonization.
- Integrate Secwépemc cultural safety protocols into program delivery – by incorporating smudging, sweat lodge (*sqílye*) ceremonies, prayer, traditional foods, and Elder/Knowledge Keeper guidance into healing plans.
- The ED fosters an environment where Secwépemc cultural values and teachings are shared through a land-based, trauma-informed lens and all clients feel safe, respected, and understood.
- Lead ongoing program development to respond to community needs, including specialized initiatives for KIRS survivors (day scholars, intergenerational survivors), family healing programs, youth and Elder engagement, and support within a cultural context.
- Work with health and wellness practitioners, contracted Knowledge Keepers, and the community to create a program that blends Western therapeutic practices with Secwépemc healing knowledge.
- Establish metrics and feedback mechanisms (e.g. community consultations, client feedback circles) to evaluate program effectiveness and ensure continual improvement and give report to the Cmeláŋcten Board of Directors.
- Ensure that services meet or exceed professional standards and obligations. Where applicable, maintain accreditation or licensing standards for healing and wellness facilities, and ensure compliance with health and safety regulations.
- Uphold best practices in confidential record-keeping, case management, and client care, while also respecting Secwépemc privacy customs and data protocols (e.g., Ownership, Control, Access, and Possession (OCAP training)).
- Protect and promote the cultural integrity of the Cmeláŋcten. This includes engaging with the 13 Grassroots Advisory Council, council of Elders or cultural advisors to guide programming, scheduling regular ceremonies and seasonal events, and educating staff and visitors on Secwépemc history and protocols.

- The ED ensures that Secwépemc language (Secwepemctsin) and cultural concepts are visible and celebrated in the Cmelámcten (e.g., program names, signage, daily greetings) as part of the healing process.

Financial Management

- Develop, manage, and oversee the Cmelámcten annual operating budget and any project-specific budgets.
- Ensure financial sustainability through prudent planning, aligning expenditures with strategic goals and funding conditions.
- Monitor budget performance and make adjustments as necessary, providing regular financial reports to TteS Finance and the Cmelámcten Board of Directors.
- Secure and diversify funding to support programs and long-term operations.
- Lead grant writing and proposals to governmental and funders; manage contribution agreements (including federal and provincial funding).
- Explore revenue-generating initiatives or partnerships consistent with the Cmelámcten mission.
- Ensure all funds are used strictly for their approved purposes and in full compliance with the TteS Financial Administration Law, policies, and funding agreements.
- Implement strong financial controls and risk management practices.
- Working in conjunction with the Finance Officer, oversee bookkeeping, payroll, annual financial statements, audited financial statements, and procurement in line with TteS policies and Generally Accepted Accounting Principles.
- Approve expenditures and contracts within delegated authority and ensure appropriate authorization for larger capital or operating expenses.
- The ED will also prepare for and facilitate any audits or financial reviews, addressing any findings with corrective action.
- Provide clear financial reports to the governing authority (Board of Directors) and funding agencies. This includes monthly/quarterly budget variance reports, annual financial statements, and reports required under funding agreements or law.
- Maintain transparency with the community by contributing to annual reports and community meetings on how funds are used to advance healing outcomes.

Community Engagement

- Act as the primary ambassador of the Cmelámcten within Tk'emlúps te Secwépemc and the Four (4) Nations.
- Build and maintain strong relationships with Elders, survivors, families, and community members, ensuring their voices guide the Cmelámcten services.
- Host regular community engagement sessions, healing circles, and open houses to foster trust, gather input, and promote the Cmelámcten services.
- Collaborate with external partners such as the First Nations Health Authority, Interior Health, and four (4) Nations communities, and Indigenous organizations to coordinate services and enhance client support.
- Develop Accords or referral protocols as needed to ensure wrap-around care (e.g. mental health professionals, treatment centers, cultural camps).
- Advocate for the needs of TteS and other Indigenous survivors in regional and national forums, aligning with initiatives that address trauma, addictions, cultural healing, language, culture, heritage, and well-being.
- Promote the Cmelámcten mission and values publicly, in line with TteS protocols.

- Represent the Cmelámcten in conferences, and community events, exemplifying the importance of Indigenous-led healing and reconciliation.
- Advocate for resources and policies that support trauma healing and Indigenous wellness (for example, supporting TRC Call to Action #21 on funding healing centers and Call #22 on recognizing traditional healing practices).
- Uphold Secwépemc protocols in all community engagement activities. This means welcoming and hosting visitors in a respectful way, observing traditional welcoming ceremonies, acknowledging territory, and ensuring a safe and respectful environment for all, in accordance with Secwépemc laws of hospitality and respect.
- The ED will intervene to correct or educate, should any individual or partner not follow community protocols, to protect the cultural safety of Cmelámcten events.
- Provide regular updates to the TteS community and the Four (4) Nations on the Cmelámcten progress (through newsletters, community meetings, social media in coordination with TteS Communications and Four (4) Nations).
- Celebrate successes and acknowledge contributions of participants, staff, and Knowledge Keepers.
- Be responsive to community concerns or feedback, demonstrating accountability and a commitment to *knucwéntwecw* (helping one another) in the journey of healing.

Human Resources

- Recruit, lead, and inspire a multidisciplinary team of staff, including counselors/therapists, Knowledge Keepers, cultural support workers, wellness coordinators, support staff, and volunteers.
- Foster a positive, inclusive, and culturally safe workplace where staff are encouraged to practice cultural protocols and pursue their own wellness.
- Provide mentorship and coaching that emphasizes respect, patience, and the healing-centric leadership style expected in an Indigenous wellness setting.
- Develop HR strategies and staffing plans to meet program needs, prioritizing the hiring of qualified Indigenous [especially from the Four (4) Nations] candidates and those with strong cultural knowledge.
- Ensure all staff and contractors are properly screened and qualified, including adhering to vulnerable sector checks, non-disclosure agreements and other TteS hiring protocols.
- Incorporate Elder involvement in hiring panels or staff orientation to emphasize the importance of Secwépemc values from the start with Knowledge Keepers and Four (4) Nations to set criteria.
- Identify and facilitate ongoing training for staff in areas such as trauma-informed care, cultural safety, Secwépemc language basics, and relevant clinical or traditional wellness skills.
- Support staff to attend workshops or cultural events (e.g. language classes, traditional gatherings) to further their understanding of Secwépemc culture and healing practices.
- Ensure ED and staff are trained in crisis response and ethical guidelines, maintaining any certifications required (first aid, etc.) and are to maintain accreditation and licenses.
- Establish clear performance expectations and conduct regular performance evaluations for all team members. Address performance or conduct issues in a manner that is fair, restorative, and guided by both HR policy and cultural values.
- Promote staff wellness and debriefing sessions to prevent burnout by encouraging use of healing supports and balanced workloads.
- The ED should model self-care and humility, acknowledging that working in healing from trauma can be challenging and that healing starts with each of us (as a Secwépemc teaching).
- Develop and enforce internal HR policies in line with TteS standards (e.g., respecting TteS Personnel Policy, Workplace Safety, etc.).
- Ensure a harassment-free, discrimination-free work environment.

- Uphold confidentiality and client privacy across the team.

Manage scheduling to ensure adequate coverage for 24/7 operations [if the Cmelármcten includes residential programming or on-call support (Phased in approach)] and culturally appropriate leave (e.g., bereavement, ceremonial leave) for staff, with debriefing sessions.

Financial Responsibility:

In collaboration with the Le Estcwicwéy Manager(s), TteS Finance, project budgets professional administrative and clerical support, including responsible stewardship, risk and liability monitoring, in accordance with the approved practices, policies, budgets, standards and guidelines, TteS Financial Administration Law and within the Delegation of Authority (May 10, 2021).

- Develop and oversee annual operating and program budgets in alignment with TteS financial policies and strategic priorities
- Monitor financial performance and provide detailed reports to TteS Finance, the Board, and funding agencies
- Ensure compliance with the Financial Administration Law (FAL), funding agreements, and Generally Accepted Accounting Principles (GAAP)
- Lead funding development initiatives, including grant writing, proposal development, and partnership building
- Manage contribution agreements with federal and provincial funders
- Implement financial controls, risk management strategies, and audit readiness processes
- Oversee financial operations including payroll, procurement, financial reporting, and audited statements in collaboration with Finance staff
- Ensure transparency and accountability to both governing bodies and the community

Supervision or Training Duties:

- Provide direct leadership and supervision to the Cmelármcten team
- Set performance expectations, grounded in Secwépemc values and protocols, trauma informed and culturally safe practices, professional ethics and standards
- Conducts regular performance evaluations
- Provides ongoing coaching and mentorship to support staff professional growth and cultural competency
- Addresses performance issues in a timely, culturally respectful, and restorative manner

Special Requirements:

- Strong knowledge of Secwépemc culture, history, protocols, and governance systems is an asset.
- Demonstrated experience successfully working within TteS or similar Indigenous organization and cultural contexts.
- In-depth understanding of Tk'emlúps/Secwépemc culture, history, and protocols, and respect for all other First Nations.
- Performs all duties and responsibilities in accordance with the TteS policies, standard, and procedures.
- Maintain a strict follow-up procedure to ensure that all action items are completed in a timely manner.
- Follow Secwépemc cultural procedures and protocols of on-site and visiting Elders, Traditional Knowledge Keepers, and Guests to ensure their comfort and safety.

- Knowledge of Secwépemc protocols, practices, and worldviews.
- Maintains a functional knowledge of all TteS Administration, Finance Law, Shuswap Nation Declaration, Truth and Reconciliation Calls to Action, 19-24, 71-76 in accordance with TteS protocols—Missing Children and Unmarked Burials and the United Nations Declaration on the Rights of Indigenous People, DRIPA.
- Vulnerable Sector Check
- Criminal Record Check
- Class 5 Drivers License

Professional Certification, Education and Experience:

Master's degree in a relevant field (Health Administration, Psychology, Social Work, Indigenous Studies, Business/Public Administration, etc.), or an equivalent combination of education and experience.

Must be a member of the governing body, in good standing, and must maintain accreditation.

A strong foundation in trauma-informed practice and community development is preferred.

Minimum of 5-7 years of senior leadership or management experience in a health, social services, or community organization, preferably in an Indigenous governance or healing context.

Experience in successfully managing programs, teams, and budgets in a First Nations environment is required. Proven ability to lead strategic initiatives and deliver results in line with community values.

Demonstrated experience working with First Nations communities or Indigenous organizations, with an understanding of Indigenous governance structures and community engagement.

Thorough knowledge of Secwépemc culture, history, traditions, and protocols is essential – including familiarity with Secwépemc language (Secwepemctsin) or a commitment to learn.

The candidate should have cultural humility and awareness, able to respectfully integrate Secwépemc teachings into the Cmelámcten operations, as well as the four (4) Nations (Secwepemc, syilx, St'at'imc, Nlaka'pamux)

Extensive experience in trauma-informed care and healing-centered leadership. This includes knowledge of the impacts of Indian Residential Schools, Indian Day Schools, Day Scholars, and intergenerational trauma on Indigenous peoples.

Must be able to create and manage programs fostering trauma recovery and cultural healing. Clinical training (such as in counseling or social work) is an asset when integrated with cultural competence.

Proven expertise in developing, implementing, and evaluating community-based programs, ideally in health, wellness or social services.

Experience incorporating traditional healing or land-based practices into programming is a strong asset.

The candidate should be adept at using both qualitative feedback and quantitative data to guide program improvements and to demonstrate outcomes to funders and community.

Solid experience in financial management, including budgeting, financial reporting, and fund administration, forecasting.

Able to interpret and comply with financial policies (experience with First Nations Financial Administration Laws or similarly regulated environments is an asset).

Successful track record in securing funding (e.g., writing grant proposals, negotiating contribution agreements) and managing funded projects to completion.

Excellent communication skills, both written and oral, with the ability to tailor messaging to different audiences – from writing formal reports for funders to speaking from the heart at community gatherings.

Strong interpersonal skills with an ability to build trust and maintain relationships with Survivors, Elders, Knowledge Keepers, TteS community members, Four (4) Nations and partner organizations.

Competence in cross-cultural communication and the ability to facilitate meetings and circles in a respectful, inclusive manner.

Deep commitment to advancing Indigenous rights, self-determination, and community-led governance. Knowledge of the Truth and Reconciliation Commission's Calls to Action and their application to health and healing (e.g., Calls #19–#24, #71–#76), and understanding of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), especially Article 24 (Indigenous peoples' right to traditional medicines and health practices). The ED must champion these principles through the Cmelá'mcten programs and partnerships.

Strong organizational and project management skills, with the ability to multitask and adapt in a developing organization.

Problem-solving aptitude and the capacity to remain calm and provide steady leadership in crisis or high-stress situations.

Proficiency with common office software and comfort with technology for reporting and communication.

Ability to maintain confidentiality and uphold ethical standards at all times is mandatory.

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$97,921.82 - \$108,162.01 depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is October 7, 2026 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.