



## Job Posting

### Community Workforce Accommodation Advisor (CWAA) Program

In partnership with the Coastal GasLink Project (CGL), the Director of Operations at West Moberly First Nations (WMFN), is searching for a Member to work as an Advisor, on a full time basis representing WMFN.

The purpose of this role and program is to work with the CWAA Program, Coastal GasLink and participating Indigenous communities to strengthen relationships by facilitating and supporting a positive workforce accommodation experience for both Indigenous and non-Indigenous communities along the Project route. The CWAA Program is an important opportunity for Coastal GasLink and Indigenous communities to share experience and be part of ensuring a safe environment for all in workforce accommodations.

During the implementation of workforce accommodations, CWA Advisors will have opportunities to observe and support these activities related to CWAA program objectives.

#### CWAA Program Details and Compensation:

- An opportunity to identify a single community member to be a CWA Advisor
  - The CWA Advisor will be living and working in workforce accommodation (camp)
  - The CWA Advisor will be implemented late summer and early fall
- Employed through a purchase order with Coastal Gaslink
  - Day rate of \$400 per day
  - Work in shifts that will ramp up to 14 days on and 7 days off
  - Must pass a drug and alcohol test prior to starting the program.

#### Program Objectives:

The CWAA Program provides opportunities for Indigenous participation in workforce accommodation activities within their traditional territory for the purposes of:

- Ensuring a safe and respectful environment for all in workforce accommodations (camps.)
  - Safety is our priority; safety of our workers and the community in which we work in.
- Promoting relationship building and transparency between Indigenous communities and the Coastal GasLink Project. o Keeping communities informed is an important value.
- Developing and implementing programming for workforce residents.
  - Any workshop or event that enriches the lives of the workforce, examples may include:
    - Organized community activities (tours, volunteering, guide outfitting)

- Educational programming (financial literacy, wellness, cultural awareness)
- Recreational opportunities (fitness, organized sporting activities).
- Building capacity for Indigenous communities to support their members in the Coastal Gaslink Project.
  - Regular check-ins with Indigenous community members working on the project.
  - Promoting a culture of neighbourly mindset among the workforce.
  - A workforce that understands the community in which they are living and working in, will be more respectful.

Below is a list of tasks that the CWA Advisors will perform. This is not a comprehensive list, and it may transform as the program is implemented.

**CWA Advisor tasks:**

- Promoting understanding and respect for all residents within and around the accommodations - Representing and sharing their community values and interests with Project personnel
- Coordinating, planning and implementing events and workshops
- Reporting to and interfacing between the Project and the Indigenous community, including weekly reports to management team and their community, such as identifying opportunities and gaps
- Developing an in-depth understanding of all the Workforce Accommodation Enhancement programs and offerings
- Reporting on program participation and feedback
- Analyzing the demand of programming, and based on demand, provide feedback on programming needs CWA Advisor and Alternate Qualifications Reporting to the CMCL/CWAA Manager, the CWA Advisor will be on-site observing, recording and reporting on workforce accommodation activities in their traditional territory to both the Project and their Indigenous community.

**Required qualifications:**

- Knowledge – understands and promotes Indigenous values, culture and history. The Advisor will represent the community and their values and interests.
- Awareness - interest in the impacts and opportunities from workforce accommodation activities. The Advisor needs to care about how to make the experiences of camps a positive one for all.
- Reside in Workforce Accommodation - willingness to travel, work designated shifts and live in camp. The Advisor will be a consistent face at the camp to support the workforce.
- Work ethic – self-motivated, works continuously towards successful outcomes. The Advisor must be a self-starter and be able to manage their time, as they will have to work independently.
- Strong Communicator – ability to write and speak well. The Advisor needs to be able to communicate with everyone in a respectful manner that gets their point across. Communication training will be provided.
- Detail-Orientated – ability to grasp and pay attention to details. The Advisor will be asked to plan and promote events, as well as fill out reports on their activities. Report writing training will be provided.

- Commitment to Quality – takes pride in their work and strives for excellence. The Advisor will work independently, and therefore, needs to be self-motivating and committed to the success of the program. CGL policies and protocol training will be provided.
- Proactive Thinking – ability to evaluate the future implications of current decisions and actions. The Advisor may find themselves in situations where they need to correctly identify the issue and challenges of a situation and understand the next steps that need to be taken to resolve the issues. For example, if a worker knocks on the door of an Advisor, the Advisor must be able to understand the necessary next steps (i.e. Assess the situation, understand who to call, is it an emergency or is the person homesick?) Scenario and role-playing training will be provided.
- Responsible - takes initiative and takes charge of situations. The Advisor will be working independently and cannot always wait for direction on what to do. They will need to be able to understand the program's objectives, connect with the necessary individuals and make good decisions.
- Flexibility/adaptability – adjusts quickly to changing situations; copes effectively with complexity and change. The Advisor may be called upon at any time during the day. They will need to be flexible to meet the needs of various situations.
- Team Player - has excellent verbal communication and collaboration skills and can work with all levels and functional areas of an organization. The Advisor must understand that the success of the program is dependent on everyone working towards the common goal of safety and respect. We are all one team.
- Fun – understands the importance of team bonding and creates an open and social workspace. The Advisor will need to be outgoing and friendly. They will not be successful in this program if they are shy. They need to be able to walk up to anyone and communicate their role and the purpose of the program.

## Reporting

The CWA Advisor will have daily reporting requirements to the CMCL/CWAA Manager which will include but not be limited to location, activities observed, site conditions and potential concerns. In addition to daily reports the following reporting will also occur:

- CWA Advisor will complete weekly reports that will be submitted to the Program Manager.
- Regular updates to Chief and Council and community members will occur at a frequency determined by the Indigenous community ahead of construction.

Reporting and feedback will support open communication of activities occurring within the traditional territory and strengthen relationships between Coastal GasLink and Indigenous Communities.

## How to Apply:

Interested applicants may submit a letter of interest, outlining their experience and interest in this role by no later than November 13, 2020 to: [jobswmfn@gmail.com](mailto:jobswmfn@gmail.com).