



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

LIFE SKILLS COACH (LSC)

The KCFN Gov't has an exciting, fun & rewarding opportunity for a **Life Skills Coach (LSC)**!

We seek a professional with a passion for helping people develop the practical skills they need to lead successful & fulfilling lives. This includes everything from money management, time management to communication skills & goal-setting. The LSC works with clients of all ages, backgrounds & may specialize in specific areas such as career development, addiction recovery and other areas. The LSC often works one-on-one with clients, but may also lead group workshops or classes.

Duties/Tasks/Responsibilities:

- **Conducting coaching sessions:** Meet with clients on a regular basis, either in person, over the phone, or through online platforms, to provide coaching and support. Create a safe and non-judgmental space for clients to explore their goals, dreams, and challenges.
- **Goal setting and action planning:** Help clients identify their goals and establish realistic, measurable, and time-bound objectives. Assist in developing action plans that break down larger goals into manageable steps. Support clients in overcoming obstacles and adjusting plans as needed.
- **Providing guidance and support:** Act as a mentor and guide, offering insights, strategies, and tools to help clients overcome challenges, develop new perspectives, and make progress towards their goals. Foster motivation, self-awareness, and self-confidence.
- **Accountability and progress tracking:** Hold clients accountable for taking action towards their goals by setting specific tasks and deadlines. Monitor and track their progress, providing feedback, encouragement, and guidance along the way.
- **Empowering mindset and belief systems:** Help clients identify and challenge limiting beliefs, negative thought patterns, and self-doubt. Encourage positive thinking, self-reflection, and personal growth. Support the development of an empowered and confident mindset.
- **Communication and active listening:** Listen attentively and actively to understand clients' needs, desires, and challenges. Ask powerful questions to deepen their self-awareness and facilitate breakthroughs. Maintain open, honest, and non-judgmental communication.
- **Personal and professional development:** Stay up-to-date with the latest coaching techniques, theories, and best practices. Continuously develop and enhance coaching skills through workshops, training programs, and mentorship opportunities. Strive to provide the highest level of coaching support to clients.
- **Grants and program funding:** Seek out, coordinate, administrate and report concerning funding projects/initiatives.
- Exercise strict privacy and confidentiality at all times concerning clients and their personal information. Adhere to all federal and provincial privacy legislation governing the KCFN Government.

- Other duties as assigned by the management.

Qualifications:

- Bachelor's degree in psychology, counseling, education, social work, or a related field – preferred – although an Associate's degree/certificate/diploma may be considered
- Certification or training in life coaching from a recognized coaching organization – preferred
- Proven experience as a life coach (or related field)
- Demonstrated success in helping clients achieve their goals
- Familiarity with various coaching methodologies, such as cognitive-behavioral coaching, solution-focused coaching, or positive psychology coaching
- Knowledge of personal development and motivational theories
- Compliance with ethical guidelines and professional standards for coaching
- Continuous professional development and desire for ongoing learning
- Experience using Office 365, Google docs, Adobe and other software programs
- Experience facilitating workshops/seminars
- Strong organizational, communication and conflict resolution skills (trauma informed)
- Well-honed presentation skills and public speaking
- Experience working with First Nation organizations (in a remote setting) – strong asset
- An understanding and an appreciation of Nuu-chah-nulth culture/Ka:'yu:'k't'h' language/protocols/practices

Other:

- Travel to Houpsitas (Kyuquot) overnights via logging roads/marine
- WHMIS & Violence & Harassment Awareness Training (or willing to obtain)
- First Aid (or willing to obtain) – *strong asset*
- Acceptable vulnerable Police Information Check – *required*

DATE POSTED: March 31, 2025

START DATE: ASAP

STATUS: Permanent, full-time

CLOSING DATE & TIME: Open until filled

WAGE: \$26-30 per hour + benefits/pension/EAP

BASED OUT OF: Campbell River or Houpsitas

TO APPLY: E-mail cover letter & resume to: *Dwayne Worthing, Chief Human Resources Officer*, at dwaynew@kcfirstnations.com citing “LSC” in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.