



SECTION 1: GENERAL INFORMATION

1. Is your organization currently a member of the Aboriginal Financial Officers Association of B.C.?

Yes

No

2. If your organization is **not** a member of the Aboriginal Financial Officers Association of BC, would your organization be interested in receiving information on the benefits of becoming a member?

Yes

No

3. By participating in this survey, your organization is eligible to receive a **free** copy of the 2012 BC First Nations Salary Survey Report. Please fill-out the following contact and mailing particulars to which this report can be sent. Organization Name: _____
Address: _____
Telephone Number: _____ Contact Person Name: _____

To preserve anonymity of your organization's responses to survey questions, the above identifying information will be detached by our survey contractor from this survey and processed separately.

SECTION 2: GENERAL ORGANIZATION PROFILE

4. Please indicate the number of First Nation organizations that are serviced by your First Nation Child & Family Service Agency, or Health Service Agency, and provide a corresponding total population estimate.

Number of serviced First Nation organizations: _____ Total Population Estimate: _____

5. Please indicate the number of **full-time** employees your organization has on its payroll.

Number of **full-time** employees: _____

6. If your organization delivers Child & Family Services, does AAND provide **core** program funding to your organization through one-year, or five-year funding agreements? If not applicable please refer to question 7.

One-Year Funding Agreement

Five-Year Funding Agreement

7. If your organization delivers Health Services, does Health Canada / FNIHB provide core funding to your organization through one-year, or five-year funding agreements?

One-Year Funding Agreement

Five-Year Funding Agreement

8. Including all sources of core funding (i.e. AAND, Health Canada, etc.) and proposal driven funding (i.e. AHRDAs, HRDC, etc.), please indicate your organization's **total annual operating budget**.

Total annual operating budget: \$ _____

9. Does your organization have established salary ranges for a majority of full-time employment positions?
Example: Secretary salary range: \$26,000 minimum to \$32,000 maximum.

Yes

No



SECTION 3: SALARY RANGES

INSTRUCTIONS:

If your organization does not have established salary ranges, please indicate an approximate minimum to maximum salary range that contains the current annual salary amount paid to each position.

Many organizations will combine positions to make one full-time position, examples of which could be Secretary / Receptionist or General Manager / Finance Officer. If this is the case within your organization, please indicate the name and salary of the combination position at the end of each Section.

*Should you have any questions, or require further clarification on survey instructions, contact the survey contractor: Don Sabo at Telephone: (250) 596-5007. **Please complete this survey by February 6th, 2012.** Upon completion of this survey, you can fax it to Mr. Sabo at fax number: (250) 596-5008. If your preference is to complete this survey by e-mail, a Microsoft Word 2010 version is available, send your request to: don_sabo@shaw.ca and he will e-mail you this salary survey directly.*

3.1 CHILD & FAMILY / HEALTH MANAGEMENT AND ADMINISTRATION

Under Agency Management/Administration, please indicate the salary range for each of the following administrative positions that are employed by your organization. If one or more positions are not relevant to your organization, insert N/A or leave blank. Your organization may have some unique positions that are not listed in this survey, please list the title and salary ranges for these positions under L) at the end of this section.

- A) General Manager (Executive Director):** A position usually required by most all organizations, this position reports directly to a Board of Directors. Is responsible for planning and administering the organization's annual operating budget, implements Board motions and decisions, directs a multi-disciplined team of social or health management professional and/or support staff.

Standard work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- B) Executive Secretary:** A position usually required by medium to large organizations, this position reports directly to the General Manager (Executive Director), provides a high level of administrative and secretarial support to the General Manager and/or the Board of Directors. Prepares meeting agendas and arranges committee, Board of Director and other meetings. Conducts background research as required, Takes accurate meeting minutes, maintains files, arranges travel for executive positions, may coordinate and manage General Manager, or Executive Director meetings and appointments. Types and complies letters, documents, support materials for the General Manager / Executive Director and/or Board of Directors.

Standard work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- C) Controller (Finance Manager) CGA, CMA, CAFM degree:** A position usually required by medium to large organizations, this position is head of the accounting department and oversees; payroll, accounts payable, accounts receivable, and general accounting functions. Prepares and evaluates financial statements, assists the G.M. and Board of Directors with the interpretation of financial statements, makes recommendations for change, develops and implements financial policies and procedures, may supervises one or more staff.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum



2012 Salary Survey for Aboriginal Child & Family / Health Services

D) Finance Officer (Bookkeeper) 2-year degree: A position required by most all organizations, this position performs a variety of accounting work including, but not limited to; maintaining the general ledger, preparing income/expense statements, cash flow statements, may assist with preparation of year-end audits, may assist departments with budget formulation. Analyzes monthly financial statements, flags areas of surplus or deficit, assists with the development of variance reports.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

E) Accounts Payable Clerk: A position usually required by medium to large organizations, this position processes, verifies and balances accounts payable financial records and business transactions (invoices), enters data into ledger or computerized system, executes bill or invoice payment procedures.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

F) Payroll Clerk: A position usually required by medium to large organizations, this position maintains records of employee attendance, leave, and overtime. Calculates pay and benefit entitlements using manual or computerized system. Prepares and verifies statement of earnings for employees, may be required to process benefits forms and documents for pension plan, employment insurance.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

G) Finance Clerk (Accounting Clerk): A number of First Nations and Tribal Councils / Aboriginal Family & Health Service organizations submitted salary quotes for a Finance (Accounting) Clerk. It is thought that workload in small to medium size organizations does not justify the hiring of full-time accounts payable, accounts receivable, or payroll/benefits clerk positions. Rather, these small to medium size organizations employ a general accounting clerk position that undertakes a combination of accounts payable, accounts receivable, and payroll/benefits clerk responsibilities.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

H) Secretary: A position usually required by most all organizations (small organizations usually combine this position with another), this position types correspondence, reports, and meeting minutes, invoices, and related material using computer word processor. This position may open and distribute mail, but coordinates flow of information internally with other departments and other organizations. Other duties may include scheduling employer meetings and appointments, answers telephones, sets up and maintains information filing systems, may make employer travel arrangements, compiles data, statistics, may supervise others.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

I) Receptionist: A position usually required by most all organizations (small organizations usually combine this position with another), this position primarily greets visitors arriving at the office, directs visitors to appropriate office personnel or service, answers and forwards telephone calls, takes messages, may schedule appointments or perform clerical duties.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum



2012 Salary Survey for Aboriginal Child & Family / Health Services

J) File Clerk (Records Clerk): This position establishes and administers a records management system for the organization. It coordinates and ensures effective file creation, and file placement, in the records management system. It ensures that an effective file tracking system is being utilized, and ensures the records management system master index is current and accurate. It ensures proper utilization and maintenance of the organization's records management system; opens new files and closes inactive files, in accordance with records retention and destruction policies and procedures. It may be required to assist with department filing, or to reconcile hard copy files to computer file systems.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

K) Computer (IT) Technician: This position performs some, or all, of the following duties; Maintain, troubleshoot and administer the use of local area networks (LANs), wide area networks (WANs), mainframe networks, computer workstations, connections to the Internet and peripheral equipment. Evaluate and install computer hardware, networking software, operating system software and software applications. Operate master consoles to monitor the performance of computer systems and networks and to co-ordinate access and use of computer network. Provide problem-solving services to network users, install, maintain, troubleshoot and upgrade Web-server hardware and software. Implement network traffic and security monitoring software, and optimize server performance, perform routine network start up and shut down and maintain control records. Perform data backups and disaster recovery operations, conduct tests and perform security and quality controls, control and monitor e-mail use, Web navigation, and installed software, may perform shell scripting or other scripting tasks.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5 hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

L) Other full-time Agency Management/Administration positions not listed or are combined:

Title: _____ \$ _____ minimum to \$ _____ maximum
Title: _____ \$ _____ minimum to \$ _____ maximum
Title: _____ \$ _____ minimum to \$ _____ maximum

3.2 CHILD & FAMILY SERVICES PROGRAMS / DEPARTMENT

Under Child & Family Service programs, please indicate the salary range for each of the following full-time positions that are employed by your organization. If one or more positions are not relevant to your organization, insert N/A or leave blank. Your organization may have some unique child & family service positions that are not listed in this survey or your organization may combine some of the listed positions. Please list the title and salary ranges for these positions under G) at the end of this section.

A) Administrator (Director, Manager): A position usually required by medium to large size organizations, (small organizations may have the Executive Director perform this function) this position oversees multiple social development programs/services such as; Child Protection; Child & Family Support Programs, Family Violence Programs, etc. This position manages program budgets and program service delivery. This position usually oversees a number of professionals and employees delivering Child & Family services.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum



2012 Salary Survey for Aboriginal Child & Family / Health Services

B) Case Social Worker Supervisor: A position usually associated with medium to large First Nation Child & Family Service organizations, this position provides professional supervision over Social Workers. This position reviews individual child & family cases, and provides expert advice and direction on investigation, intervention, and support service methods and actions to case social workers. This position possesses knowledge of Family Law and applies this knowledge in decisions relating to casework.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

C) Case Social Worker: This position requires a Bachelors in Social Work (BSW) degree and is usually involved in performing some or all of the following: interviews clients to assess the types of service they require, provides counselling and therapy to clients, provides referral to specialized services when required, investigates cases of child abuse or neglect, initiates protective action as necessary, participates in case conferences, acts as an advocate on behalf of clients and groups when necessary.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

D) Family Care (Support) Worker: A position usually required by most First Nation Child & Family Service organizations, this position develops and executes prevention strategies for children at risk, executes children at risk detection, liaises with the Agency Social Workers to jointly investigate reports of child abuse / neglect. Ideally, jointly develops individualized family care plans and child-in-care plans, may be involved in arrangement of extended family or foster care homes for children-in-care.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

E) Foster Home Recruiter (Resource Worker): A position usually associated with medium to large First Nation Child & Family Service organizations, this position establishes and maintains a network of foster homes within a First Nation community or neighbouring communities. This position promotes and advocates the use of First Nation community foster homes; interviews and applies established selection criteria to interested individuals or families; recommends matches of approved foster parents to children in care; provides ongoing monitoring visits and arranges for any support required by foster parents (families).

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

F) Youth Coordinator (Youth Services Worker): Research indicates that a majority of these types of positions are usually involved in arranging social and recreational activities to a specific age group ranging from mid-teens to early twenties. This position may also provide client referral to drug & alcohol-counselling services, provide or arrange for the provision of life skills education. Youth Services (Coordinators) may target services for youth at risk to offend or re-offend.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

G) Other full-time First Nation Child & Family Service positions not listed or are combined:

Title: _____ \$ _____ minimum to \$ _____ maximum
Title: _____ \$ _____ minimum to \$ _____ maximum
Title: _____ \$ _____ minimum to \$ _____ maximum



3.3 HEALTH PROGRAMS / DEPARTMENT

Some First Nation Child & Family Service organizations also provide Health Canada funded Health Programs under Health Transfer Agreements to one, or a number of, First Nation communities. If your organization provides health programs / services, please indicate the salary range for each of the following full-time positions that are employed by your organization. If a position is not relevant to your organization, insert N/A or leave blank. Your organization may have some unique health program positions not listed in this survey, or your organization may combine some of the listed positions. Please list the title and salary ranges for these positions under G) at the end of this section.

- A) **Health Administrator (Manager, Director):** A position usually required by medium to large organizations, this position oversees a number of health related programs and services, some of which may include; NNADAP, Drug & Alcohol Camps or Treatment Facilities, Community Health Programs (of which CHNs and CHRs are employed), Mental Health (Psychological & Counselling), Healthy Babies, Brighter Futures, etc. This position manages multiple health program budgets and oversees a number of health care workers / professionals employed under those programs.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- B) **Community Health Nurse (CHN):** A common position employed by First Nation Child & Family / Health Service organizations that are provided funding under a Health Transfer Agreement, this position may be involved in the delivery of health prevention / education for pre/post natal, infant, child, youth, adult and elders. This position may also perform detection services such as screening and testing, and delivers or arranges for the delivery of health services for diagnosed health problems.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- C) **Community Health Representative (CHR):** Some First Nation Child & Family Service or Health Service organizations employ a CHR, although small organizations may assign other position duties such as patient travel clerk to this position. A full-time dedicated CHR works closely with CHNs in the establishment of community health priorities relating to health prevention, detection, assessment, and treatment. This position is usually involved in the delivery of health education (prevention) workshops and seminars on a variety of prioritized health care topics. CHRs may be involved in assisting CHNs with the establishment of community health problem detection and service delivery networks with school nurses, doctors & specialists. CHRs promote cross-cultural understanding between community clients / patients and health care professionals.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

- D) **Patient Travel (Transport) Clerk:** A full-time position usually employed by First Nation Child & Family Service or Health Service organizations that have reached agreement with member First Nations and Health Canada for funding and delivery of a Non-Insured Health Benefits Program. This position determines client / patient eligibility for transportation to and from health care facilities, tracks eligible costs and issues payments. Patient Travel Clerks are also involved in the arrangement and scheduling of transportation services on behalf of client / patients. While there are other components to the NIHB Program, patient travel is the most common component listed for this salary survey. If your organization delivers other components under another employment position, please list the position at the end of this section. (i.e. NIHB Clerk).

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum



2012 Salary Survey for Aboriginal Child & Family / Health Services

E) **NNADAP Worker (Addiction Recovery Counsellor):** A position employed by a majority of First Nation Child & Family Service or Health Service organizations with Health Transfer Agreements, this position is usually involved in the identification of priorities as they relate to drug & alcohol; prevention, detection, treatment and aftercare. Delivers substance abuse & alcohol education awareness workshops, executes client assessments and intake for the NNADA Program and treatment camps or centres. Develops individual and group recovery case plans. Provides client referral to treatment centres or camps may be involved in client release planning and provision of aftercare services for clients completing treatment programs.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

F) **Home Support / Residential Attendant (Long Term Care Aide):** Usually associated with a Home Support Care Program funded by Health Canada, this position is an extension of, but does not include, Homemaker positions. These attendants / aides assist residents (in a long term care facility) or clients (at home) with personal hygiene, movement, safety and nutrition. These positions may also be involved in the delivery of special care to persons with cognitive impairments. Unlike Homemakers, these positions require certification.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

G) **Other full-time Child & Family Service Health Programs positions not listed or are combined:**

Title: _____ \$ _____ minimum to \$ _____ maximum
Title: _____ \$ _____ minimum to \$ _____ maximum
Title: _____ \$ _____ minimum to \$ _____ maximum

3.4 HUMAN RESOURCE DEVELOPMENT PROGRAMS / DEPARTMENT

Some First Nation Child & Family and Health Service organizations employ a Human Resource (Personnel) Manager. Others may receive funding from Human Resource Development Canada (HRDC), or an Aboriginal Human Resource Development Agreement (AHRDA), to fund employment & training programs for clients. If your organization provides employment & training services, or employs an HR Manager, please fill out the following section. If a position is not relevant to your organization, insert N/A or leave blank.

A) **Human Resource Manager (Personnel Manager):** This position performs some or all of the following duties for the organization: undertakes workforce planning / personnel cost planning, recruitment, induction and orientation for new employees, training and development, wage and benefit administration, time management, performance evaluations, develops personnel administration policies and procedures, may oversee and manage annual department budgets.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum

B) **Employment Counsellor:** This position normally performs some or all of the following duties; interviews clients to obtain employment history, education background and career goals; identifies personal barriers to employment and assists clients overcome identified personal barrier; assists clients in the development of job readiness skills and job search skills; administers and interprets tests designed to identify interests, aptitudes and abilities; assesses client need for assistance and provides referral to those services; collects labour market information on job postings, entry level skills required, and other occupational information for the client.

Standard paid work hours per day for this position: (please circle one) 7.0 hrs. 7.5hrs. 8.0 hrs.

Annual Salary Range \$ _____ minimum to \$ _____ maximum



2012 Salary Survey for Aboriginal Child & Family / Health Services

This completes the First Nation Child & Family Service and Health Service salary survey; the results of this survey exercise will be presented in the form of a 2012 BC First Nations Salary Report. In return for your organization's participation in this salary survey, the report will be forwarded to your organization **free** of charge.

This salary survey is an AFOA of BC initiative targeting First Nation Child & Family Service and Health Service organizations operating in BC. Similar to First Nation and Tribal Council surveys, which have been adjusted annually to now obtain data on over 60 employment positions, this Child & Family Service and Health Service survey can be refined to include any employment position receiving a minimum 3 salary range quotes from participating organizations.

Lastly, do you have any comments about the survey, or have suggestions on issues related to salary that may have been overlooked? _____

Thank you for completing this survey. Please fax this survey to Don Sabo; First Nations Consultant: fax number (250) 596-5008. If you have made arrangements for completing and submitting this survey via e-mail, please e-mail the completed survey to: don_sabo@shaw.ca

Remember, the deadline date for submission of this salary survey is February 6th, 2012.