



Nuu-chah-nulth Tribal Council

AHOUSAHT
DITIDAHT
EHATTESAHT
HESQUIAHT
HUPACASATH

HUU-AY-AHT
KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'
MOWACHAHT/MUCHALAHT
NUCHATLAHT
TLA-O-QUI-AHT

TOQUAHT
TSESHAHT
UCHUCKLES AHT
YUUŁ.U'ŪŁE'ATH

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November 6, 2018

Re: Our Children, Our Future;

Community-Based Assistant (Contract)

The Nuu-chah-nulth Tribal Council's Child and Youth Services department has received funding from the Canadian Institutes of Health Research (CIHR) to work on an Indigenous Component of Healthy Life Trajectories Initiative (I-HeLTI) project, and we are currently completing the first round of regional-level meetings. During these meetings, we have identified the need to contract a *community-based assistant* in each territory in order to ensure we are able to move forward into project phase 2: community-level meetings.

The community-based assistant will be contracted for 37.5 hours of work, at the hourly rate of \$25.00. The following is a description of the community based-assistant responsibilities;

1. Training:

- Attend a training session designed to enhance community research capacity.

2. Meeting Preparation:

- Work with the CYS Research Assistant to identify a date to hold the community based meeting;
- Assist the CYS Research Assistant with identifying caterers and locations for the community based meeting;
- Assist with identifying key participants for the meeting;
- Provide the community with information about the project and recruit people to attend the information gathering session.

3. Community-based Consultation Meetings:

- Promote attendance to the event with the community;

- Provide assistance to the CYS Manager and the CYS Research Assistant as needed.

The community-based assistant will be an integral part of the planning and completion of community-level meetings in this project. If the community-based assistant is already employed within the community, their wages can be subsidized in order to allow them to fulfill the duties of this contract.

If you are able to connect us with a community member you believe can fulfill the outcomes of this contract, or if you have any questions or would like more project information, please contact our research assistant: Krista-lynn.joseph@nuuchahnulth.org

Telephone: 250-731-6671

Thank you for your support.

Sincerely,

Krista-Lynn Joseph
CYS Research Assistant