



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

CAREER OPPORTUNITY

(Internal Posting)

Family Services Manager (FSM)

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, First Nations Treaty Government. We are growing and seek a career-minded, dedicated, hands-on, professional to assume the role of *Family Services Manager (FSM)*. Reporting to the Director of Community Services (DCS), the FSM is responsible for the overall management/leadership, planning, delivery and administration of the **Family Services Program**. Working out of Houspitas, you will be part of a top-notch team of professionals making a positive impact on peoples' lives. As the Manager, you will oversee, lead and develop a team of about 4 line staff (although this could change as the Program develops). This exciting role comes with a competitive salary, great benefits, generous pension, and time off to achieve work-life balance! If you're a motivated individual with a passion for helping children and families, we'd love to hear from you!

What you'll do:

- Develops, plans, and administers the day-to-day operations of the Family Services Program
- Complete accountability for the Program, its team of professionals (KCFN employees and external contractors)
- Meets with Program staff on a regular and consistent basis to ensure goals/objectives of the Program are achieved
- Keeps the DCS updated and "in the loop" concerning current and future major events/issues
- Responsible/accountable for employee management/leadership, recruitment, evaluations, and professional development (partners with the HR Manager)
- Fosters and champions good communications, healthy relationships, respect, healthy boundaries, fairness and integrity within the Dept.
- Creates and develops Family Services policies
- On occasion, may seek and apply for grants/funding to support new and existing services within the Dept (and do the reporting),
- Submits quarterly update reports to the DCS or other stakeholders
- Keeps current on all incident reports and conducts the required follow-up
- May prepare and submit annual budgets, as required, to the DCS and other stakeholders
- Creates and oversees filing systems to ensure accuracy and integrity of the file-keeping
- Supports, plans, and organizes community events – when necessary or requested
- Strictly adheres to and fosters a culture of confidentiality
- Diffuses hostile situations and the potential for violence
- Travels regularly between the Houspitas and Campbell River offices

- Liaises, collaborates, and manages relationships with various (internal and external) agencies persons, programs, and governing bodies
- Leads a culture of safety & safe work practices consistent with WorkSafe standards
- Other duties as assigned by the DCS or his/her designate

Our ideal candidate:

- Bachelor's degree in psychology, sociology, human services, counselling, or similar field – *strong asset*
- Several years of experience in a similar field/industry – *strong asset*
- Demonstrated experience leading/managing diverse teams (employees & contractors)
- Proficient in Office 365 and Google Docs
- Strong verbal/written communications and organizational skills
- Strong conflict management/resolution skills
- Experience writing policies, reports, proposals and conducting presentations
- Experience working with First Nations and an understanding of Nuu-chah-nulth culture
- Ability to navigate complex subject matter and situations
- Understanding of the concurrent law model and BC Modern Treaties
- Understanding of provincial/federal laws, statutes, and regulations pertaining to children and families
- Basic understanding of the legal process and principles of family law
- Some experience working with police, prosecutors, and other gov't officials – *strong assets*
- Experience working in remote locations
- A valid driver's license, reliable vehicle, and the ability to travel
- WHMIS, first aid, violence & harassment prevention training (or willing to complete)

Other

- Acceptable "enhanced" *Police Information Check - required*
- Travel with overnight stays

CLOSING DATE & TIME: May 2, 2023, 4:30pm

START DATE: ASAP

STATUS: Permanent, Full-Time

DATE POSTED: April 18, 2023

COMPENSATION: Competitive + group benefits (health, insurance, pension)

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at hrmanager@tiicma.com citing "FSM" in the subject heading of your e-mail.

In accordance with s.42 of the BC Human Rights Code, preference may be given to Indigenous applicants.

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