



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

CAREER OPPORTUNITY

Director of Community Services (DCS)

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 *Director of Community Services (DCS)*. Reporting to the Chief Administrative Officer (CAO), the DCS is typically responsible for the overall management/leadership, direction, planning, delivery and administration of the **Community Services Dept.** Working out of the Campbell River or Kyuquot offices, you will be part of a top-notch team of Directors. You will oversee program managers who supervise line staff. This exciting role comes with a competitive salary, great benefits, generous pension, & time off to achieve work-life balance! If you're a motivated individual with a passion for community services, we'd love to hear from you!

What you'll do:

- Direct overall responsibility/oversight of community health (physical and mental), social development, and family service programs
- Ensure that programs are of the highest standards & adequately meet the needs of the KCFN community
- Ensure that dept. programs' services are properly delivered & within approved budgets
- Create, develop & submit annual budgets/strategic plans/reports (to CAO, KCFN Executive, KCFN citizens & other stakeholders) for all programs falling under community services
- Ensure that all reporting requirements are accurate & completed on or before due dates
- Lead, manage, motivate, & coach employees to achieve overall goals & objectives for the Community Services Dept.
- Create & foster a culture of collaboration & support for all employees
- Create, foster a culture of safety & safe work practices consistent with WorkSafe BC's standards/regulations
- Participate in safe work initiatives/practices and coach employees to do the same
- May create/organize, lead, chair or sit on various committees aimed to maximize the effectiveness of Community Services Dept. & KCFN as a whole
- May sit on Joint Occupational Health & Safety Committee as an *Employer Rep*
- Partner with HR Manager on employee-related matters/issues (ie recruiting, hiring, terminations, performance management, succession planning, training, professional development, pay/compensation) and seek advice/counsel when needed/required
- Oversee grants & funding to support new & existing programs/services falling under the community services umbrella
- Manage conflict & diffuse hostile situations before they escalate
- Liaise, collaborate, & manage strategic relationships with other agencies (ie NTC, USMA, Upper Island Counselling, FNHA, Island Health), federal/provincial government agencies (ie RCMP, MCFD, Court staff)

- Other duties/tasks as assigned by the CAO

Our ideal candidate:

Education

- Bachelor's degree in community services, social work, psychology, counselling, public health, management/leadership – *strong asset*
- Professional development in management/leadership, supervision, social development, communications, report and proposal writing, public health, conflict management and resolution, First Nations studies, public presentations, and budget creation
- *A combination of education and work experience may be accepted in lieu of a degree*

Experience

- 5+ years of senior-level work experience in a related field/industry – *preferred*
- 5+ years of senior-level work experience leading and developing teams – *preferred*
- 5+ years of senior-level work experience overseeing multiple, diverse programs under one umbrella – *preferred*
- Experience creating and developing program policies, budgets, and funding proposals – *strong assets*
- Strong organizational, communication, and conflict resolution skills – *required*
- An understanding of the concurrent law model and BC Modern Treaties
- Experience working with First Nations and an understanding of Nuu-chah-nulth culture
- Experience working in remote locations

Other

- A valid driver's license & reliable vehicle
- Willing/able to travel (& for overnight stays)
- Willing to work out of Hupsitas (Kyuquot) for extended periods
- Violence & Harassment Prevention Training (or willing to obtain)
- Strictly adhere to all WorkSafe BC safe work practices/regulations
- Strictly adhere to all federal, provincial laws/by-laws/legislation
- A clear, **enhanced** Police Information Check (formerly known as an enhanced RCMP criminal record check) – *required*

**** This competition is open to applicants who are legally entitled to work in Canada****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Permanent, Full-Time

DATE POSTED: May 9, 2024

COMPENSATION: \$110K to \$120K per annum + (health, insurance, EAP, pension)

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

In accordance with the provisions of the KCFN Gov't Personnel Act, the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.

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