



JOB POSTING
FULL TIME POSITION
Director of Social Development/Family & Children Services

Job Summary

Reporting to the Executive Director, within broad policy and organizational parameters, the Director of Family & Children Services (DFCS) provides leadership and direction for Family and Children's Services for Gitanmaax.

Key Duties and Responsibilities:

- The (DFCS) is accountable for ensuring the policies, programs and mechanisms directly meet client needs, are culturally appropriate, are resource effective and contribute towards the wellness of Gitanmaax Members.
- Will understand the values and principles of the Child and Family Services Act, Jordan's Principle, Youth Criminal Justice Act and restorative justice.
- Oversee the planning, evaluation, coordination, and administration of the Family & Children Services programs, ensures adherence to agency standards, guidelines, policies, and procedures.
- Is responsible meeting all budgeting and reporting requirements.
- Provides strategic direction and supports the continuous development of a fully integrated, effective, and responsive Department, and plays a key role in the department's senior management team.
- Oversee program activities including scheduling, service coordination, coordination of training, and case management, stakeholder, and community liaison
- Participate in interviewing, hiring and orientation of staff, staff discipline and grievance issues, staff performance evaluations and staff training & development.
- Responsible for approval and monitoring of staff's timesheets, petty cash requisitions, mileage, and expense claims, sick, vacation, and other leaves as applicable.
- Ensure that clients' needs are met and that the agency and program standards, guidelines, and policies are maintained.
- Provide crisis intervention and consultation as necessary.
- Responsible for the program development to ensure ongoing quality of service delivery, identify gaps in service and recommend strategies to respond to client needs.

- Maintain effective liaison with other organizations and stakeholder as it relates to Children and Families.
- Participate/Coordinate as a member of the Gitanmaax Child Welfare committees.
- Maintain a current awareness of Child & Family issues.
- Involved in preparation of proposals and applications for funding
- Ensure Gitanmaax Child Welfare Committee is fully engaged/updated in Family & Children Service
- Participate in Council Pillar meetings and ensure minutes are taken and recommendations are prepared for Council Meetings.
- Prepare statistical reports as required by the agency and Funding Bodies.
- Work with Finance Manager and is responsible for expenditures within the existing budget allowances and make budget recommendations to Council.
- Ensure that accurate program and clients records are maintained, and that confidentiality is a priority. Conduct regular file reviews and institute file management processes to ensure that all pertinent documentation is complete and to ensure adherence to the agency, funding bodies, accreditation, and legislative requirements.
- Participate as a member of the local and regional committees and other task groups and advisory committees as necessary.
- Attendance at Management, Staff and other meetings as required
- Performs other related duties as required

Required Education, Experience, Training:

- Masters or bachelor's degree in social work;
- At least five years management experience, including staff supervision and evaluation
- Extensive experience working with First Nations Communities
- Demonstrated knowledge of Program/Project specific community-based programs and related systems.
- Demonstrated leadership, conflict resolution, teamwork and program management skills

Required Competencies: Skills, Abilities:

- Knowledge of theories, principles, and practices of the Child & Family
- Excellent conflict resolution skills
- Ability to work independently within established timelines and frequently changing environment.
- Ability to work effectively with program staff, colleagues, government agencies and community organizations.
- Ability to deal with crises or emergencies with clients, staff, students, and volunteers.
- Excellent writing and communication skills.

- Strong computer literacy including Microsoft Word, Outlook and Excel.
- Experience working with vulnerable populations an asset

Additional information:

- Full Vaccination against COVID-19 is a precondition of new employment (proof of full vaccination). Exemptions are permitted under applicable employment and human rights legislation.
- Criminal Record Check required.
- Valid Driver's License.
- Occasional evenings and weekends required

Please submit a covering letter, resume with copies of current valid credentials, current Criminal Records Check, proof of full vaccination and three references to:

Gitanmaax Band Administration, PO Box 440, Hazelton, BC VOJ 1Y0

4240 Field Street, Hazelton, B.C.

Fax: 250-842-6364

Email: info@gitanmaax.com

CLOSING DATE: UNTIL POSITION IS FILLED