



Skeetchestn Indian Band

Job Opportunity

Social Development Manager

Position Summary

Job Type:	Full-time, permanent
Hours of Work:	Monday – Friday, occasional weekends
Reporting to:	Director of Operations
Department:	Social Development
Wage:	Base on Experience

The Manager of Social Development provides overall leadership, direction and support for the planning, funding, negotiations, development, delivery, financial management, and administration of Skeetchestn's Social Development programs and department while collaborating with the Family Support Manager.

Key Responsibilities

Performs all duties and responsibilities in accordance with Skeetchestn Indian Band policies, practices, and procedures as directed by the Director of Operations. Maintains confidentiality as required pertaining to members, students, clients, employees, and general matters of SIB.

Program Management

- Provides leadership, direction and support in the development, funding, implementation, management, administration, and delivery of Social Development programs that include Income Assistance, Homemaking & Elders, Youth, Culture, Sports & Recreation, Education, Employment and Training, Patient Travel, Health Programs (through the Q'wemtsin Health Society) and other programs that support the Skeetchestn Indian Band Social Development.
- Facilitates the creation of goals and objectives for specific program and service areas. Assists in developing strategies to achieve these goals and identifies barriers that may impact success.
- Monitors Social Development programs to ensure they meet the needs of the community. Implements changes as required, and in consultation with the Director of Operations.
- Builds and maintains effective relationships with Indigenous Services Canada, Right to Play, First Nations Health Authority, First Nations education Steering committee and other ministries and agencies.
- Negotiates agreements with government agencies and social service counselors and agencies.
- Drafts and presents policy for approval by Chief and Council.
- Assists in developing protocols and policies in regard to youth, Elders and Income Assistance.
- Recommends to the Chief and Council ways and means to alleviate or resolve social problems in the community.
- Facilitates and promotes healthy lifestyles in the community.
- Manages the development and implementation of effective communication regarding programs and services. Promotes community involvement and engages community in determining program and service needs and evaluating effectiveness and satisfaction.
- Oversees the planning of community events, training and community educational opportunities.

- Evaluates the overall effectiveness of Social Development programs to achieve pre-approved Department goals, objectives and work plans. Ensures programs and services are client-centered and accessible.

Department Management

- Provides leadership, direction and support of Social Development programs.
- Leads the recruitment / selection of department employees and contractors following Skeetchestn’s recruiting policies and practices. Ensures effective onboarding and orientation of new staff.
- Directs, guides, coaches and mentors staff.
- Ensures that all employees within the department have the skills and knowledge to perform the responsibilities of their positions.
- Ensures all staff follow safe work procedures.
- Supports staff to manage their own self-care.
- Manages employee performance and development including day-to-day coaching, performance planning and review, employee training and development, performance improvement plans and corrective action as required.

Financial Management and Administration

- Provides leadership and support in the development and submission of proposals for funding and approves proposals for funding upon consultation with the Director of Operations.
- Oversees the development and submission of financial reports to funding organizations as required.
- Manages the financial affairs of the Department and reports on the financial performance.
- Prepares annual budget for the Department in consultation with the Finance Manager and the Director of Operations, following established policies, guidelines and protocols.
- Monitors, tracks and reconciles expenditures to approved budget(s); identifying variances and needs for planned revisions.
- Monitors and approves expenditures to authorized budget.
- Oversees the development, review and administration of Department records and information systems.
- Provides regular and special oral and written reports to the Director of Operations and or Chief and Council.

Management Team

- Participates as a collaborative member of the Management Team.
- Works with the Management team to ensure a healthy and productive work environment where employees work together to achieve individual, departmental and Skeetchestn goals.
- Keeps the Management Team and Director Operations apprised on emergent issues that may affect Social Development programs.
- Maintains a current level of knowledge related to Social Development and governing regulations and requirements.

Other related duties as required.

Qualifications

Training, Education, Experience

- Degree in Community Services or related field.
- Minimum 5 years of directly related experience delivering social development programming with 2 years at a management level.
- Experience developing and managing a variety of Social Development programs.
- Related experience in planning, financial management, proposal/grant writing & reporting, and advanced policy development.
- Experience working with related regulations and professional practices and standards.
- Experience working within an Indigenous community.
- Current Class 5 BC Driver's Licence.
- Satisfactory criminal records check (vulnerable sector).

Knowledge, Skills, Abilities

- Strong knowledge of social development programs as well as Community Services Act and other related legislation.
- Ability to manage and mentor a team of employees and external service providers.
- Highly-developed communication and interpersonal skills including conflict resolution.
- Ability to think analytically at a strategic level while working in an environment where priorities may change based on community needs.
- Well-developed writing skills including report writing and proposal writing.
- Strong cultural sensitivity and understanding, along with knowledge of First Nations Health. Able to build caring relationships built on trust. Able to demonstrate respect and caring without judgement.
- Understands social determinants of health and wellness within Indigenous communities.
- Knowledge of the history of Indigenous people in Canada and the impact of historical trauma.
- Knowledge of early childhood education, K-12 and post-secondary education systems.
- Financial literacy including financial planning and budget preparation and administration.
- Ability to develop and administer policy.
- Ability to work independently and as part of a collaborative team.
- Ability to exercise a high degree of professionalism and confidentiality.
- Attentive to the needs of community, Chief & Council and employees.
- Ability to establish and maintain positive relationships with clients, community members and co-workers. Strong engagement skills and the ability to respond to concerns and needs.
- Intermediate computer skills including MS Office.
- Genuine respect for Skeetchestn Indian Band culture and protocols.

Working Conditions

Work is performed primarily in an office setting and other community settings. Occasional evening or weekend work may be required. Occasional travel to attend meetings or training is required.

Are you interested in joining our team?

submit cover letter and resume to: Skeetchestn Indian Band Human Resources Email:
adminassist@skeetchestn.ca Fax: (250) 373-2494