



# Mnaasged Child and Family Services



311 Jubilee Road, Muncey, ON N0L 1Y0

2 <sup>nd</sup> Posting	Executive Director
Full Time	Mnaasged Child and Family Services Administration Office

**GENERAL DISCRIPTION**

Mnaasged Child and Family Services is a progressive pre-mandated Native child welfare agency that is actively pursuing society revised mandate. The London District Chiefs Council’s long-term vision for total jurisdiction over child welfare includes society mandate as a stepping-stone to develop First Nation law in child welfare.

We are currently seeking an individual to fulfill the role of the Executive Director that will be responsible for the overall direction and effective administration of the Pre-Mandated Child Welfare Agency while ensuring high-quality, client-oriented service that is in line with the vision and mission of the organization mandated by The London District Chiefs Council. Reporting to the Board of Directors, the Executive Director will implement the strategic plan within approved budgetary guidelines, legislative requirements, regulations, policies, procedures and mission of the organization.

The candidate should be an innovative strategic thinker with the ability to creatively design plans for new and improved services and programs and to utilize management skills to achieve results. The candidate will be responsible for leading the organization towards designation as a mandated Native child welfare agency.

**QUALIFICATIONS**

**Education Requirements**

- Master’s degree in Social Work, Human Services or Business/Public Administration
- Preferred Master of Social Work degree

**Experience Requirements**

Five (5) years’ experience working in the following:

- Senior management managing programs and services, personnel and finances
- Working in child welfare as a Senior Executive working with Senior Management Teams and Boards of Directors
- Working with various levels of governance including Boards of Directors, First Nation Chief and Councils, Tribal Councils, provincial ministries and federal departments
- Writing proposals, policies, procedures and reports
- Working with Aboriginal organizations

**Knowledge Requirements**

- Knowledge of Mnaasged Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishinabek, Lenape, and Haudenosaunee culture, traditions and the Seven Grandfather Teachings
- Knowledge of Employment Standards Act, Ontario Human Rights Act, Occupational Health and Safety Act and other relevant human resources legislation
- Knowledge of the Child and Family Services Act and other related legislation
- Knowledge of child welfare systems
- Knowledge of community resources
- Working knowledge of governance within First Nation communities
- Knowledge of the communities, family structures, customs, traditions and administrative structure of the First Nations served by the Agency

### **Special Skills**

- Strong leadership and management skills
- Demonstrated financial management and human resource management skills
- Excellent interpersonal skills
- Excellent research and analytical skills
- Excellent mediation and conflict resolutions skills
- Excellent facilitation, coordination, assessment and planning skills
- Excellent motivation
- Excellent organizational skills with the strong ability to prioritize
- Excellent written and oral communication skills
- Excellent computer skills with MS Office software
- Excellent time management skills
- Ability to manage multiple projects
- Ability to manage change
- Ability to work under pressure in a fast-paced environment
- Ability to work independently and work cooperatively within a team environment
- Ability to facilitate, lead and maintain a multi-disciplinary team
- Ability to take initiative, meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information

### **This Position Requires the Successful Candidate to have:**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

### **Salary**

- \$85,000 – \$95,000

### **Hours of Work**

- Hours of work are generally 8:30 am – 4:30 pm, Monday to Friday with half an hour (30 minute) lunches
- From time to time workers will be expected to work during evenings and weekends utilizing the flex time system

Anyone requiring information about our agency may contact:

**Marisa Kennedy, Human Resources Developer**  
**(519) 289-1117 ext. 257**

Please forward your cover letter, resume, proof of education and 3 recent working references letters to:

**Human Resource Department**  
**Mnaasged Child and Family Services**  
**311 Jubilee Rd. Muncey, ON N0L 1Y0**  
**Fax: 519-289-3068**  
**marisa.kennedy@mnaasged.com**

**Closing Date for this Position:**

**November 13<sup>th</sup>, 2017**

**@ 4:30 pm**

**Only successful candidates will be called for an interview.**

**\*Hiring of First Nations will be given preference, please self-identify\***