



KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

SUPERVISOR OF ADMINISTRATION AND COMMUNITY ENGAGEMENT

COMPETITION:	18-29	LOCATION:	Timmins, ON
STATUS:	Contract– up to 6 months	CLOSING DATE:	July 25, 2018
SALARY:	\$ 59,483— \$ 76,709 per annum		

JOB SUMMARY: Under the direction of the Director of Service or designate the Supervisor of Administration and Community Engagement is responsible for providing leadership and guidance to the Support and Volunteer Team.

REQUIRED QUALIFICATIONS:

- Three (3) years related experience in managing office administration with progressively responsible administrative responsibilities;
- Two (2) years of previous supervisory experience within a social service context;
- Relevant post-secondary diploma/certificate in office administration or equivalent;
- Experience in working with culturally appropriate service models for First Nations people
- Ability to work independently and a willingness to work flexible hours and to travel;
- Must possess a valid “G” Ontario driver’s license;
- Ability to speak a Native language will be considered a major asset.

KEY RESPONSIBILITIES:

- Provides fair, equitable, respectful and culturally relevant service to Aboriginal children and families, consistent with the vision, mission and values of Kunuwanimano;
- Manages the administration support team during the placement process and monitors the preparation of required documents;
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes;
- Assess team performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the agency to facilitate other department operations;
- Develop and implement goals and objectives for a volunteer program which reflect the mission of the organization;
- Assess the need for volunteers to enhance service delivery as well as involvement with our First Nations;
- Identify volunteer assignments that provide meaningful work and develop volunteer descriptions in consultation with HR as appropriate;
- Work collaboratively with Program Supervisors to ensure the volunteers are utilized appropriately;
- Conduct ongoing evaluation of the services delivered by volunteers and implement improvements as necessary;
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization.
- Participates in opportunities with other agencies where appropriate, and establishes and maintains effective working relationships;
- Coordinates appreciation events that includes Foster Parents, Employees and First Nation Communities

We offer competitive compensation and benefits, OMERS pension and opportunities for professional development.

Please refer to our website: www.kunuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com or by mail to:

Kunuwanimano Child and Family Services
Attn: Human Resources,
38 Pine St N, Unit 120,
Timmins, ON P4N 6K6

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify.

Thank you for your interest in our Agency. Only those considered for an interview will be contacted.