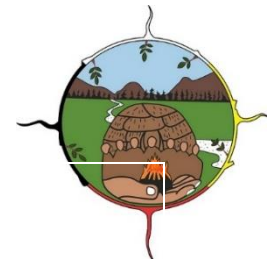


NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES EMPLOYMENT OPPORTUNITY



NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

CULTURAL SERVICES MANAGER – LOCATION TO BE DETERMINED

Salary Range: \$76,333.00 – \$93,763.00

FULL TIME – CONTRACT TO MARCH 31, 2020
(*Extension pending annualized funding)

Overview of Responsibilities

Reporting to the Director of Services, the Cultural Services Manager is responsible for managing the Cultural Services Program on behalf of Nogdawindamin. The Cultural Services Manager will provide supervision, coordination, and advisory support to this program. The Cultural Services Manager will develop policies and procedures to support and efficiently manage the day-to-day operations of the program.

QUALIFICATIONS

Education and Experience Requirements

- Bachelor of Social Work or Native Studies degree is preferred
- College diploma in Social Services or Native Studies may be considered
- Three (3) years' experience in supervision and management of staff
- Three (3) years' experience in a social services organization developing and delivering cultural programs and services

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings

Special Skills & Abilities

- Strong analytical and research skills
- Demonstrated human resource management skills
- Excellent interpersonal skills
- Excellent customer service skills
- Excellent conflict resolution and problem solving skills
- Excellent oral and written communication skills
- Excellent organizational and planning skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to and manage change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a Criminal Records Check deemed satisfactory by the employer upon offer of employment
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

Tuesday, January 22, 2019 – 4:00pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717 hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca