



Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity Cultural Services Supervisor

Purpose of the Position:

To direct, coordinate and evaluate the provision of assigned services for DBCFS clients within our jurisdiction, through the development and monitoring of cultural service delivery processes and the effective supervision of staff. To ensure that programs and services are provided in accordance with the Child, Youth and Family Services Act and other pertinent legislation, Ministry standards and guidelines and DBCFS policies, directives and procedures, as well as the Regional Protocol. Cultural Services Supervisor is responsible for the development and oversight of cultural resources to assist the Agency in delivering culturally-intelligent services rooted in the culture, beliefs and values of DBCFS and the Indigenous population we serve.

Responsibilities:

- Assigns cases/task to staff as appropriate or required.
- Assumes responsibility for advising staff regarding planning, intervention and cultural support strategies, etc.
- Reviews and assesses information and makes decisions regarding support services.
- Provides professional direction and clinical expertise to staff on an ongoing basis and on difficult cases as required including problem solving in crisis situations and strategizing interventions.
- Reviews progress and consults with staff on a regular basis to ensure clients are accurately assessed and to monitor the effectiveness of services provided and DBCFS practices and procedures.
- Reports on a regular basis to the Director of Administration and Support Services with respect to the adequacy of Cultural Services, Support Services, an, procedures and standards in relation to any operational issues that arise.
- Performs other duties as may be assigned.

Management:

- Supervises and manages the activities of assigned staff and ensures that pertinent legislation, Ministry standards and guidelines and DBCFS policies, directives and procedures are adhered to.
- Evaluates the effectiveness and quality of services provided, identifies gaps in service, participates in the development of DBCFS cultural plans, budget submissions, goals and objectives, and policies and procedures through participation on DBCFS committees and task forces and direct input to senior management as required.
- Acts as a member of the DBCFS's Management Team and participates in the planning, development and formulation of recommendations for improved DBCFS-wide service delivery.
- Develops recommendations for changes in cultural service delivery and prepares proposals for submission/presentation to the Management Team for discussion and approval or to Senior Management for consideration and approval.
- Assists the Human Resource Manager with the recruitment of any positions within the Cultural services.
- Ensures that each staff member reporting to her/him is evaluated as per the HR policy in relation to applicable position descriptions; and assists with the development of the annual training plan to ensure that it addresses both identified weaknesses and the professional development needs of her/his staff.

Financial Management

- Implements and oversees designated budgets for Cultural Services that are in compliance with DBCFS financial management policies and procedures, and the terms of funding agreements; and
- Approves staff time sheets, mileage and reimbursement expenses.

Community Relations

- Ensures positive working relationships between DBCFS, First Nation partners, all Indigenous communities served and relevant external agencies.

Preferred Requirements

- University Degree in Indigenous Studies or equivalent;
- Ten (10) years-experience working with Indigenous people, organizations and communities;

- a minimum of 5 years progressively responsible experience in Community and/or Cultural Services management;
- a minimum of 5 years-experience at management level supervising staff;
- Individual must be bondable;
- Knowledge of records management;
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the “Sixties Scoop” upon them is essential.

Knowledge Requirements

- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on child welfare, family violence, the impact of trauma, Indigenous youth engagement and community outreach;
- Commitment to providing services in ways that respect cultural beliefs, values, norms, ceremony and teachings of Indigenous people;
- Exceptional knowledge of Indigenous historical and contemporary issues;
- Experience in group facilitation, and ability to develop and present training materials to small and large groups;
- Must be willing to work flexible hours and travel when necessary;
- Strong interpersonal skills and a demonstrated ability to form effective working relationships with cultural resources (Elders, healers, etc.), clients, general public and DBCFS staff; and
- Have a good working knowledge of data collection and standard computer software programs.

Ability Requirements

- relate effectively to and supervise staff as a diplomatic and flexible team player;
- work effectively with the management and staff of other programs/agencies;
- effectively manage Cultural matters;
- effectively manage secure and confidential information;

- communicate effectively in writing and verbally;
- provide an acceptable CPIC and VPSS; and
- able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of PL & PD insurance coverage for at least \$2,000,000.00.

Starting Salary: \$69,000.00 - \$84,513.00 based on qualifications and experience

Closing Date:

Open until Filled, first screening March 29th, 2019.

Only those selected will be contacted for an interview.

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- 3 work related references

Carrie Wilson, Recruiting Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation, ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca