



Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES

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517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Director of Administration and Support Services

Purpose of the Position:

Reporting to the Executive Director, the Director of Administration and Support Services is responsible for the development, implementation and updating of the Administration, Support Services and Cultural Services policies, procedures and standards; for establishing a foundation for fundraising; for assisting with the preparation of annual expenditure plans for support and cultural programs; for the preparation of reports as required by the Executive Director; for the partial supervision of supervisory staff charged with supervision of the components of the administrative, cultural, and support services of the agency; for the supervision of the Facilities Manager, Records/Information Manager and for the overall consistent administrative operation of the various agency offices, and for any other duties that may be assigned by the Executive Director.

Responsibilities

Policy and Program Development

- Assists the Executive Director and other members of the Senior Leadership Team in the development of and, as needed, revisions for clear and effective Cultural Services management, Support Services management, Administrative Services policies, procedures and standards for Board approval to both comply with evolving First Nation and Funder requirements (applicable legislation, regulations and policy directives), and to address any operational issues as they are identified.
- Assists with the development of the financial components of proposals for the implementation of programs or services that are required to address identified and substantiated needs of children, youth and their families. In particular, the development of the program and budgeting for the new five-year initiative through Indigenous Services Canada for prevention services supporting the operation of the child welfare functions and the subsequent programming.
- Consults regularly with and acts as a resource to both the DBCFS Executive Director

and other DBCFS staff with respect to the adequacy of established Cultural Services management, and Support Services management and Administrative Services policies and procedures.

- Reports on a regular basis to the Executive Director with respect to the adequacy of Cultural Services, Support Services, and Administrative Services management policies, procedures and standards in relation to any operational issues that arise.

General Program Management and Administration

- Assists the Executive Director in ensuring that Board-approved Cultural Services, Support Services, and Administrative Services management, policies, and procedures are implemented and followed, and that Board-approved standards are met in the day-to-day management and administration of DBCFS.
- Assists the Executive Director in ensuring all financial management recording and reporting set out in policies is completed by staff to the specified standard.
- Assists the Executive Director in ensuring that the expenditure plan is reviewed quarterly with Management and the Board and is updated as required to address any variances in relation to projections and changes in circumstances.
- Serves as an Ex-officio member of any committees that have responsibility for Support Services, Administrative Services, or Cultural Services matters and provides pertinent data to the Executive Director as may be required.
- Assists the Executive Director in relations with funders concerning financial matters and issues pertaining to programs under the Director of Administration & Support Services supervision.
- Consults with Executive Director and other Managers and staff as appropriate to help address any contentious issues within the Cultural Services, Support Services and Administrative Services.

Financial Management

- Establishes, implements, and revises as necessary, fiscal year budgets for Administration, Cultural and Support services that are in compliance with DBCFS financial management policies and procedures, and the terms of funding agreements.

Cultural, Administrative & Support Services Management

- Provide strategic leadership for the planning, implementation and operational direction of the Cultural Services, Administration & Support Services Departments.
- Develop and implement key human resource strategies that will contribute to building a culture of high performance and organizational excellence.
- Develop and ensure the Cultural Services, Administration & Support Services Department supports DBCFS in achieving its' strategy and vision.
- Develop and support a full range of initiatives related to: recruitment and retention, organizational and leadership development, employee relations, employee engagement and recognition, training and professional development.
- Assist Senior Managers in Cultural Services, Administration & Support Services issues as needed.

Policy Analyst, Proposal Writing and Records/Information Management

- Provide strategic leadership for the planning, implementation and operational direction of the Policy Analyst, Proposal Writing and Records/Information Departments.
- Develop and implement a Proposal Management strategic plan.
- Set standards and outcome expectations for Policy Analyst, Proposal Writing and Records/Information service delivery.
- Develop reporting and analysis methods to ensure optimal performance and appropriate reporting to the Executive Director and Board of Directors.

Community Relations

- Assists the Executive Director in establishing and maintaining effective and positive public relations.
- Ensures positive working relationships between DBCFS, First Nation partners, all Indigenous communities served and relevant external agencies.

Knowledge Requirements:

- University Degree in public administration or business management or equivalent with 5 years relevant experience;
- experience with Ministry of Children, Community & Social Services (MCCSS) funding would be considered an asset.
- a minimum of 5 years progressively responsible experience in financial, human resource and information management.
- a minimum of 5 years progressively responsible experience in Community and Cultural Services management.
- a minimum of 5 years experience at a management level supervising staff.
- Solid experience in successful proposal writing;
- 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.

Ability Requirements:

- Provide an acceptable CPIC and VPSS.
- 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: \$116,033.00 - \$130,580.00 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
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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