



KETEGAUNSEEBEE IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.



Position: SUPERVISOR, COMMUNITY OUTREACH
Starting Range: \$27.99 – \$31.49 (Pending Education & Experience)
Location: CHILD & FAMILY SERVICES
Report to: MANAGER, CHILD & FAMILY SERVICES

POSITION SUMMARY

The Supervisor, Community Outreach is primarily responsible for the supervision of program staff; developing/ implementing/monitoring and evaluating evidence-based programs that focus on child/youth/family development and child welfare prevention; while functioning within legislative requirements, regulations, policies/procedures, Mission, Beliefs, and contributing to the accomplishment of the Strategic Priorities of the Garden River First Nation Child & Family Services Department.

DUTIES

- Developing, implementing, monitoring, and evaluating evidence-based child/youth/family Awareness/Prevention Programs
- Ongoing and regular assessment of program and service utilization and outcomes
- Mentoring/Assisting staff with program development and implementation
- Monitoring/Reviewing/Approving staff time
- Engaging in ongoing supervision of staff including completing annual performance appraisals
- Preparing and maintaining records, reports, and other required documents
- Ensuring information inputted into internal data base system is accurate and up to date
- Completing all necessary monthly/quarterly financial and statistical reports
- Preparing yearly/quarterly reports and work plans
- Assisting with annual budget preparations; Maintain and monitor specific program budgets
- Ongoing development/implementation and review of internal policies and procedures
- Developing/revising necessary forms to ensure effective programming
- Building partnerships internally and externally
- Coordinating/participating in regular team meetings and engaging in team building activities
- Participating in supervisory meetings, performance appraisals and self-evaluation
- Participating in ongoing professional development and seeking funding opportunities
- Performing other duties as may be required or assigned

QUALIFICATIONS

- College diploma/certificate in human services or related studies from recognized institution;
- Preferred three years experience in a program management position; Experience in developing/implementing new programs;
- Two years experience supervising staff; and Experience with managing budgets;
- Previous experience working in a community-based child welfare setting;
- Excellent facilitation, coordination, assessment, and planning skills;
- Excellent knowledge of community resources and services in the community;
- Ability to deal effectively with difficult individuals and conflicting situations;
- Ability to be fair and consistent and display a positive/helpful attitude;
- Flexibility required to keep pace with an ever-changing environment;
- Stamina, sensitivity and strong negotiation and advocacy skills;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook, DocShare);
- Ability to travel frequently if necessary; possess valid drivers license;
- Must undergo a criminal record and vulnerable sector check prior to employment **(At Applicant Expense)**

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **Thursday, May 13th, 2021 at 4:30pm**. Please address the envelope and/or email **"Supervisor, Community Outreach – 2021-24"** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Paul Calic, Human Resources Manager

Date Posted: April 29th, 2021

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

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

