



Ditidaht First Nation

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Manager of Health and Community Services Job Posting

Job Title:	Manager of Health and Community Services	Job Category:	Permanent Full-Time
Department:	Community Services	Salary:	\$80,000 to \$120,000, based on qualifications
Location:	Balaats’adt Village, Nitinaht Lake	Posting Date:	November 28, 2024
Reports To:	Chief Administrative Officer	Closing Date:	Posted until filled.

Organization Overview

Ditidaht First Nation is a vibrant and culturally rich community located at the north end of Nitinaht Lake on Vancouver Island, British Columbia. Our main community, Balaats’adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Ditidaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

Position Overview

Ditidaht First Nation is seeking a dedicated and experienced Manager of Health and Community Services who will be responsible for developing and overseeing the delivery of innovative health and community services for Ditidaht members. The ideal candidate will have extensive experience delivering and managing individual, family, and community programs and services that enrich the well-being, health, and safety of children, adults, and families.

The Manager of Health and Community Services will work with department staff and other internal and external programs to organize a variety of preventative community programs and services in areas such as physical and mental health, addictions, cultural strengths and values, self-esteem, positive parenting, youth and family supports, trauma and resilience, anger management, violence prevention, healthy relationships, and life skills.

As part of the leadership team, the Manager of Health and Community Services will lead and participate in strategic planning and implement programs, services, and supports for the Ditidaht community and families based on their self-identified needs and goals. This position will support



the Ditidaht Family Prevention team. An important goal of the Family Prevention Program is to utilize a culturally relevant, prevention-first approach to reduce the number of Ditidaht families in crisis and children entering care.

In this position, maintaining strong and positive working relationships with both internal and external resources is vital to delivering effective services for our families. It is essential that the Manager works cooperatively and collaboratively with the Community Services Team, other Ditidaht Departments, and partners such as Usma, FNHA, MCFD, VIHA, NTC, doctors, dentists, etc.

The role will be responsible for preparing required reporting and providing leadership in identifying service gaps and developing working solutions. The Manager of Health and Community Services may be required to participate in rotating on-call service and will carry an active family protection caseload.

This position provides a critical role in ensuring Ditidaht First Nation perspectives, knowledge, and approaches to wellness and family strengthening are honoured in our Health Centre and community settings.

Key Duties

Leadership and Administration Duties:

- **Supervision, leadership, and administration** of Ditidaht Health and Community Services staff and programs, including our new Family Prevention Program.
- **Develop and execute a comprehensive health strategy** aligned with the community's long-term goals and objectives.
- **Direct and oversee the health and community services department**, ensuring the effective delivery of mental health and addiction support programs, medical and dental support services, family and child services, and elders and youth programs.
- **Manage and allocate budgets effectively**, optimizing resources to enhance service delivery and community development.
- **Provide leadership and guidance to departmental teams**, fostering a collaborative and supportive work environment.
- **Plan and participate in community, department, and program meetings.**
- **Build capacity**, ensuring regular professional development and growth for all Health and Family Prevention staff.
- **Policy reviews and development.**
- **Strategic planning and fund development.**
- **Ensure compliance with all Ditidaht policies and procedures** (Human Resources Policies, etc.) as well as external governing protocols, policies, and legislation.
- **Report actions and issues to the Chief Administrative Officer** as required to ensure they are fully informed on key issues.
- **Prepare regular reports to Chief & Council and the community.**



- **Maintain self-care and a healthy lifestyle**, ensuring the best possible community service delivery.
- **Support regular professional development** for all Health and Family Prevention staff.

Program Management & Service Delivery Duties:

- **Carry active caseload** of complex family prevention and child protection files.
- **Be knowledgeable and prepared to perform frontline case work and clinical support** as required.
- **Ensure clear documentation and all required reporting is completed** and maintained.
- **Review all family/client files and plans** related to supporting the health and safety of high-risk Elders, families, children, and youth.
- **Prepare programs for 24/7 crisis coverage.**
- **Support response to crisis situations** to develop working solutions based on individual, family, and child safety and the protocols and policies in place.
- **Maintain file management**, including regular documentation, assessments, referrals, and supervision/consultation notes on family and individual cases.

Community Relations & Advocacy

- **Build and maintain positive relationships** with community members, leadership, staff, internal programs, and external agencies.
- **Advocate for community members** to ensure their rights are protected and needs are met.
- **Develop and maintain relationships with community Elders, families, leadership, and knowledge keepers**, seeking direction and guidance.
- **Work proactively, collaboratively, and innovatively with internal programs and external agencies** to meet health and wellness needs of community members.
- **Promote independence as opposed to dependence** in individuals and families.

Qualifications

- Bachelor or Master's Degree in Social Work, Child and Youth Care, Clinical Counselling or other related discipline, or comparable combination of education, training, and extensive work experience.
- Registration (or eligibility for registration) with relevant professional bodies (e.g., BC College of Social Workers) is an asset.
- Other related Certification, Licenses, Designations and/or Training is an asset.
- Valid Class 5 BC Driver's License with clean Driver's Abstract.
- Own transportation.
- Clear Criminal Records Check including Vulnerable sectors check.

Key Skills

- Knowledge of Ditidaht culture, traditions and history.



- Strong interpersonal and communication skills- oral and written.
- Conflict resolution and moderation skills.
- Leadership and supervisory skills.
- Crisis management experience.
- Detail oriented and accurately processing and prioritizing information.
- An understanding of relevant legislation, policies, and procedures, including knowledge of Child, Family and Community Services Act, Adoption Act, Family Relations Act, Mental Health Act, Youth Criminal Justice Act, BC Benefits Act pertaining to youth services and related Usma/ MCFD policies and procedures.
- In-depth knowledge of professional ethics, principles, and practices.
- Knowledge of issues related to family services including in depth knowledge of child development, child protection and providing effective programming.
- Ability to train, orient, and provide leadership and consultative support to staff
- Proficiency with Microsoft Office Applications including Word, Excel, Power Point, Email, Internet use.

Other Requirements

- High degree of trust and confidentiality.
- Maintain positive, professional working relations with staff, community, and external agencies.
- Exercise objectivity, transparency, and accountability.
- Lifestyle consistent with the duties and responsibilities of the position.
- Must demonstrate professionalism while dealing with sensitive issues including tact, discretion and sound judgment.
- Position is office- and- community-based in the Nitinaht Lake community.
- Ability to travel as required.
- Ability to work flexible hours, including participation in rotating on-call duties as required.

Core Competencies & Personal Characteristics

Core Competencies

- **Holistic Thinking and Stewardship:** Understands the interconnectedness of community, environment, and cultural heritage; cares for the Ditidaht people and natural environment to promote overall well-being and sustainability.
- **Cultural Pride and Knowledge:** Values, upholds, and actively promotes Ditidaht traditions, language, and heritage, fostering a strong sense of identity and continuity among community members.
- **Adaptability and Innovation:** Integrates traditional practices with modern advancements, demonstrating resilience, flexibility, and creativity in adapting to change and managing multiple priorities.
- **Community Engagement and Collaboration:** Actively contributes to the community's well-being through strong relationships, teamwork, and participation in initiatives and events.



- **Effective Communication and Respect for Diversity:** Communicates ideas clearly and appreciates diverse backgrounds and perspectives, fostering inclusivity and meaningful interactions.
- **Economic Initiative:** Seeks and develops opportunities that support the Nation's economic growth and sustainable prosperity, aligning efforts with community goals.
- **Client Service Excellence and Hospitality:** Delivers high-quality, responsive service; welcomes and shares resources generously, reflecting the Ditidaht tradition of hospitality.

Personal Characteristics

- **Respectful and Empathetic:** Honors individuals, traditions, and the community; understands and shares the feelings of others, fostering a supportive and inclusive environment.
- **Committed and Accountable:** Demonstrates dedication to community goals; takes ownership of tasks and obligations, ensuring dependability and responsibility in all duties.
- **Resilient and Energetic:** Maintains a positive attitude during challenges; adapts effectively to setbacks; displays enthusiasm and passion while maintaining productivity and balance.
- **Honest and Transparent:** Upholds truthfulness and openness, building trust through integrity in all actions.
- **Culturally Grounded:** Respects and appreciates cultural and spiritual traditions; shows a willingness to engage in cultural activities and incorporates cultural practices into work and community engagement.
- **Proactive and Innovative:** Acts as a self-starter who takes initiative; embraces creativity and new ideas to address challenges with minimal supervision.

Hours of Work

- 8:30 am – 4:30 pm, Monday to Friday.
- On-Call Duties, as required.

Salary and Benefits

- Competitive salary ranging from \$80,000 to \$120,000, based on experience and qualifications.
- Paid time off and sick leave.
- Opportunities for professional development and training.
- Supportive work environment with a focus on work-life balance.

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Application Process

This posting will close when the position is filled. Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to:
Email: admin@ditidaht.ca

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

General Contact Information



Job Posting – Manager of Health & Community Services

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