

JOB POSTING

ROLE TITLE: Community Services Manager
DEPARTMENT: Administration
REPORTING TO: Ditidaht First Nation Administrator
LOCATION: Ditidaht First Nation Office



JOB SUMMARY

Reporting to the DFN Administrator, the DFN Community Services Manager plans, directs, coordinates, implements and evaluates all programs and activities in relation to Community Services Department. The Manager coordinates programs, activities and services that relate, in any way, to Ditidaht Community Services and ensures that all matters are dealt with in a timely, ethical and professional manner. They provide expert professional assistance to the Administrator and Chief and Council in areas of expertise, including health-care, child and family services, social development, elders' and youth services and supports, financial assistance, and post-secondary education. Other responsibilities include policy development and administration of program planning related to Community Services

DUTIES AND RESPONSIBILITIES

The Community Services Manager's role includes the following responsibilities:

- Continuously develop and acquire own knowledgs on Community Services
- Develop annual Community Services Plan
- Develop Community services policies
- Responsible for day to day operation of Department
- Responsible to manage Community Services human resources with Adminsitator
- Supervising staff and staff development
- Responsible for planning and overseeing financial aspects of Community Services
- Continuously look for grants/funding and submit proposals for Community Services

PERSONAL CHARACTERISTICS

- Strong interpersonal skills and ability to work well within a team
- Able to work well and respectfully with community members, maintaining confidentiality as appropriate
- Self-motivated and able to work independently and as part of a team
- Able to maintain confidentiality
- Strong interpersonal skills
- Able to handle conflict with sound judgement

SKILLS/QUALIFICATIONS: (may be enhanced with training on the job)

- Bachelor Degree (Health, Social Work, Education, Management) preferred
- Strong oral and written communication skills
- Public speaking and facilitation skills
- Well-organized and makes good use of systems to track tasks, schedules, etc.
- Ability to assist in proactively identifying and serving the communications needs of the DFN and Communities
- Strong planning, critical thinking and analytical skills and ability to find creative solutions to problems and project delivery requirements
- Working knowledge of Microsoft Office Word. Familiarity with Excel, PowerPoint, and Publisher are assets, or willingness to learn
- Ability to maintain good office systems, including electronic file management and use of online systems such as DropBox
- Current BC Driver's License (or willingness to obtain one). Vehicle an asset
- Financial knowledge and business skills
- Experience in health, education and social development programs

LOGISTICS and PROCEDURES

- Hours of Work: 8:30 – 4:30 Monday to Friday (or as agreed upon with DFN Administrator)
Note: Some communications activities such as conferences, meetings etc may require individuals to have a willingness and ability to work variable hours, including weekends and evenings.

Please submit your resume and cover letter to Jeneen Hunt, Administrator
Fax Number: 250-745-3332
Email: jhunt@ditidaht.ca
Deadline: September 17, 2019

.Only those shortlisted for an interview will be contacted.