



Employment Opportunity

Director, Community Services

The Tla'amin Nation is a modern, forward thinking, self-governing nation located on the beautiful upper Sunshine Coast (qathet Region).

Position Summary

Reporting to the CAO, the Director, Community Services is responsible for overseeing the operations of Community Services programs, functions, and planning. The incumbent provides leadership to these program areas and plays a key role in the development and implementation of Tla'amins strategic plan.

Key Responsibilities

Performs all duties and responsibilities in accordance with Tla'amin laws, regulations, policies, practices and procedures as directed by the Chief Administrative Officer. Maintains confidentiality as required pertaining to Citizens, clients, employees and general matters of the Nation.

Program Management

- Provides leadership, direction and support in the development of Community Services programs which include the Emergency Program, Public Safety, Social Assistance, Recreation and Wellness, Citizenship Registrar, Culture & Language. Recommends program plans and oversees the management of approved programs.
- Ensures that all Community Services programs and services are developed and managed in alignment with Tla'amin Nation's vision and goals and with community consultation.
- Provides leadership, direction and support in the development, funding, implementation, management, administration, and delivery of Community Services programs.
- Provides leadership, direction and support in the development of program policy; recommends program policy for approval and oversees the administration of Community Services program policy as approved.
- Engages with other Indigenous governments as well as municipal (Powell River and qathet Regional District), provincial and federal government.
- Leads the negotiation of external agreements in support of Community Services and oversees management of agreements.
- Participates in internal and external committees and working groups related to Community Service programs.
- Ensures that Community Service programs meet the needs of Tla'amin citizens. Monitors the management of Community Services programs and implements changes as required, and in consultation with the CAO.
- Manages the development and implementation of effective communication regarding Community Services. Promotes community involvement and engages community in determining program and service needs and evaluating effectiveness and satisfaction.

Community Services Department Management

- Provides leadership to the Community Services department.
- Communicates effectively and ensures clarity of roles and responsibilities.
- Ensures staff have tools, training and resources to accomplish their work.
- Ensures that policies and procedures are understood and followed by staff.
- Ensures a respectful, healthy and safe work environment including safe work policies and procedures.
- Responsible for hiring, orientation, supervision and training of direct reports.
- Conducts regular performance planning and review with employees, providing constructive feedback and managing performance as required.

Finance and Administration

- Manages the financial affairs of the department and reports on financial performance.
- Develops and manages the annual budgets for all Community Services programs.
- Provides leadership and support in the development and submission of proposals for funding and approves proposals for funding upon consultation with the CAO and CFO.
- Oversees the development and submission of financial reports to funding organizations as required.
- Oversees and monitors the administration of funding agreements.
- Oversees records management for the department and ensures that filing and records management systems are maintained as required by law or policy.
- Maintains a current level of knowledge or related external regulations, laws, requirements and programs.

Senior Management Team

- Participates as a collaborative member of the Senior Management team.
- Communicates a positive future for the Tla'amin Nation in ways that gain the support of employees, community, and external partners.
- Provides updates, reports, and support to the Executive Council about Community Service programs.
- Keeps the Senior Management Team and Executive Council apprised on emergent issues.

Qualifications

- Successful completion of a Degree in Social Sciences, Public Administration, or related field.
- 5-7 years of direct related experience with 2-3 years at a management level within program areas.
- Experience in planning, developing, and implementing culturally appropriate programs and community based service delivery.
- Experience and training to function in a leadership role within the Emergency Operations Centre.
- Excellent fiscal management skills and budgeting.
- Ability to build, lead and mentor a team.
- Excellent project management skills and time management skills.
- Excellent oral and written communications skills. Ability to successfully conduct and manage meetings and negotiations.
- Ability to use tact and good judgement in dealing with sensitive and complex issues.
- Ability to build trusting, positive relationships with a variety of people.
- Well-developed conflict resolution skills.

- Ability to maintain strict confidentiality.
- Ability to develop and implement policies and procedures.
- Acceptable Police Information Check (vulnerable sector).
- Valid B.C. Class 5 Driver's License and acceptable driver's abstract.
- Genuine respect for Tla'amin Nation's history and culture.
- Willingness to learn and understand the Ta Ow (teachings) that are integral to the Tla'amin ways of life.

Working Conditions

Work is performed in an office environment and various community settings. Flexibility of hours is required in the event of an emergency and/or when the Emergency Operations Centre is activated. Some travel to attend meetings or training is required.

How to Apply

Please apply by sending your resume and cover letter by email to: Jessie Peters, HR Manager at jobs@tn-bc.ca noting "Director, Community Services" in the subject heading of your e-mail or drop-off/mail to Tla'amin Nation, C/O Human Resources Department, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

Closing Date: June 15, 2022

We thank all applicants for their interest, however only those shortlisted will be contacted.