



# Saskatoon Tribal Council Child & Family Services Inc. Job Opportunity

## EXTERNAL Posting

## Well-being Services Program Manager

### THE ORGANIZATION

Saskatoon Tribal Council (STC) improves the quality of life of First Nations through mutually beneficial partnerships with community organizations and industry. Opportunities for improved living are accessed through programs and services in health, safety, economic development, education, and financial investments in the broader community. Acting as a representative body for seven First Nations, STC delivers programs and services to those living in member communities and Saskatoon. More information is available at [www.sktc.sk.ca](http://www.sktc.sk.ca).

***FIRE: Fairness, Integrity, Respect, Excellence***

### THE POSITION

The Well-Being Services Manager is responsible for the management, administration and delivery of all STC Well-Being Child and Family programs and services in order to ensure that the needs of our children & families are met in a reasonable, effective and efficient manner and are in line with First Nations cultural and spiritual practices. The Program Manager is responsible for the overall direction and management of the Intake and On-Going Protection Units.

### RESPONSIBILITIES

- Provide input into the design and implementation of program policies that meet both legislative, strategic and community requirements.
- Provide support and supervision to supervisors so that the best practices are conducted as per Child & Family Services Act and provincial policies and procedures.
- Develop and prepare annual work plan both individually and as a team
- Help develop internal processes and procedures in the programs.
- Adhere to funding requirements and financial legislation, policies and procedures.
- Seek approval from the Director of Well Being Services regarding expenses, purchases and resourcing costs prior to purchase or agreement to services as per policy.
- Provide senior case support to staff on complex cases and/or issues.
- Builds and sustains an effective operational team according to the progressive model plan; coaches, mentors and manages performance of direct reports for success.
- Provide coaching and mentoring; communicating expectations and standards to ensure best practices are adhered to and provide discipline if required;
- Work cooperatively with STC First Nation member communities in planning for their family and children'
- Troubleshoots and seeks further clarification for unique situations and interpretations of policies on behalf of supervisors.
- Perform other related duties as defined and assigned by the reporting Director or designate on an as required basis.

### EDUCATION AND EXPERIENCE

- A Social Work degree from a recognized post-secondary institution.
- A minimum of five years proven experience in progressively responsible supervisory/management positions in the field of child and family services.
- A minimum of eight years progressive experience in the field of child and family services.
- Experience working within a governance structure in a community development capacity with First Nations.

## **KNOWLEDGE SKILLS AND ABILITIES**

- Must possess a solid understanding in Child and Family programming and service delivery.
- Skilled in providing mentorship, coaching and performance feedback with the ability to motivate others in a collaborative team environment.
- Ability to manage, direct and lead staff to the achievement of goals and priorities.
- Analytical skills in order to evaluate program needs and results, recognize challenges, identify causes and provide solutions.
- Exceptional time management, prioritization and organizational skills
- Interpersonal Skills: communicate clearly, seek solutions, and demonstrate flexibility
- Knowledge of the political, social and economic objectives of the Saskatoon Tribal Council and of the Dakota, Cree, and Saulteaux cultures will be considered an asset.

## **OTHER CONDITIONS**

- Must possess a valid Saskatchewan driver's license and meet STC's insurance requirements;
- Must provide a current, original, Canadian Criminal Record Check (CPIC) with vulnerable sector search as a condition of employment.

## **APPLICATION PROCESS**

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**Job posting closes July 23, 2024 at 4:30 pm. To apply, please submit your resume, cover letter along with three (3) references to:**

[Apply Here](#)

**No telephone calls please. Saskatoon Tribal Council appreciates the interest of all applicants, however, only those selected for an interview will be contacted.**