



Skwlāx te Secwepemcúlecw Job Posting

Position: Social Development Manager
Department: Wellness

The Organization:

Skwlāx te Secwepemcúlecw (SteS) is traditionally known as Skwlāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

The Opportunity - A Day in the life of the Band Social Development Manager:

Under the direction of the Executive Director of Wellness, the Social Development Manager provides overall leadership, direction and support for the planning, funding, negotiations, development, delivery, financial management, and administration of SteS' Social Development programs and department. The Social Development Manager acts on behalf of the Skwlāx te Secwepemcúlecw Band as the Administering Authority responsible for administering the social development policy and procedures for the income assistance program as per Indigenous Services Canada (ISC).

The role requires empathy, problem solving, and interpersonal skills. Knowledge of Indigenous history, culture, language and traditions is an asset.

Requirements - What you bring to the organization:

Qualifications

- Bachelor of Social Work or Social Sciences or other relevant degree. Combination of experience, education will be considered
- Band Social Development Worker Certificate – an asset
- Minimum 2 years work experience with multi barrier, at risk, and/or First Nations peoples
- Minimum 2 years program management, program development, and budgeting experience
- Experience with MS Office software; and Adagio and Xyntax software (an asset)
- Clean criminal record and willingness to complete credit check
- Valid Class 5 BC Driver's License

Essential Skills and Experience

- Experience working with First Nations peoples on reserve, knowledge of First Nations communities and culture, and experience working with community groups



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- Strength based approached to working with clients
- Practical experience in exercising independent judgment, goal setting, organization and critical thinking in order to assist clients, create programming, and streamline programming
- Excellent interpersonal and communication skills as a leader and team player

Specific Duties and Responsibilities (include but not limited to):

Program Management

- Provides leadership, direction and support in the development, funding, implementation, management, administration and delivery of Social Development programs that include the Income Assistance Program.
- Facilitates the creation of goals and objectives for specific program and service areas. Assists in developing strategies to achieve these goals and identifies barriers that may impact success.
- Monitors Social Development programs to ensure they meet the needs of the community. Implements changes as required, and in consultation with the ED of Wellness.
- Builds and maintains effective relationships with the BC Ministry of Children and Family Development, Secwepemc Child & Family Services, Indigenous Services Canada, and other ministries and agencies.
- Negotiates agreements with government agencies and social service counselors and agencies.
- Drafts and presents policy for approval by the ED Wellness and Chief and Council.
- Recommends to the ED Wellness and Chief and Council ways and means to alleviate or resolve social problems in the community.
- Facilitates and promotes healthy lifestyles in the community.
- Manages the development and implementation of effective communication regarding programs and services. Promotes community involvement and engages community in determining program and service needs and evaluating effectiveness and satisfaction.
- Oversees the planning of community events, training and community educational opportunities.
- Evaluates the overall effectiveness of Social Development programs to achieve pre-approved Department goals, objectives and work plans. Ensures programs and services are client-centered and accessible.

Department Management

- Provides leadership, direction and support of Social Development programs.
- Leads the recruitment / selection of department employees and contractors following SteS' recruiting policies and practices. Ensures effective onboarding and orientation of new staff.
- Directs, guides, coaches and mentors staff.
- Ensures that all employees within the department have the skills and knowledge to perform the responsibilities of their positions.
- Ensures all staff follow safe work procedures.
- Supports staff to manage their own self-care.
- Manages employee performance and development including day-to-day coaching, performance planning and review, employee training and development, performance improvement plans and corrective action as required.

Financial Management and Administration

- Provides leadership and support in the development and submission of proposals for funding, and approves proposals for funding upon consultation with the ED Wellness.
- Oversees the development and submission of financial reports to funding organizations as required.
- Manages the financial affairs of the Department and reports on the financial performance.



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- Prepares annual budget for the Department in consultation with the Finance Manager and the ED of Wellness, following established policies, guidelines and protocols.
- Monitors, tracks and reconciles expenditures to approved budget(s); identifying variances and needs for planned revisions.
- Monitors and approves expenditures to authorized budget.
- Oversees the development, review and administration of Department records and information systems.
- Provides regular and special oral and written reports to the ED of Wellness and or Chief and Council.

Management Team

- Participates as a collaborative member of the Management Team.
- Works with the Management team to ensure a healthy and productive work environment where employees work together to achieve individual, departmental and SteS' goals.
- Keeps the Management Team and ED of Wellness apprised on emergent issues that may affect Social Development programs.
- Maintains a current level of knowledge related to Social Development and governing regulations and requirements.

Other related duties as required.

Application Deadline:

Open until filled.

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@slsb.ca
Fax: 250-679-3220
In Person: Skwlāx te Secwepemcúlecw Band
Office
1886 Little Shuswap Lake Road
Chase, BC V0E 1M2

NOTE: While we thank you for your interest in Skwlāx te Secwepemcúlecw, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.