



Position: Social Services Manager	Accountability: Health & Social Services Director
Hours of Work: 32 Hours per Week	Employment Status: 2 Year Contract with possible extension
Circulation Level: II	Preferences: MFN member/persons of Aboriginal decent

The Social Services Manager:

- Engage the community in the development of programs and services.
- Assist in the development and design of new programs and services response to the identified First Nation.
- Evaluate, plan and coordinate the development of social service programs and annual work plans and monitoring.
- Cultivate partnerships with other First Nations and community organizations.
- Effectively communicate Health and Social Services team, First Nation citizens, committees, and all other parties in a professional manner.
- Supervise, coach and direct Social Service staff.
- Coordinate team meetings, conduct performance reviews and promote positive work environment.
- Assist in the development and implementation of annual revision of job descriptions, salary guidelines, performance appraisals, training plans and orientation for new staff.
- Assist in the development of training proposals responsive to identified training needs and coordinate training opportunities.
- Participate on hiring committees, internal committees/groups in support of Health and Social Services when applicable.
- Safeguard the confidentiality is maintained and protected at all times.
- Ensure administrative and finance policies are adhered to, and effectively monitor program budgets.
- Prepare program and financial reports, briefing notes and correspondence as required.
- Prepare and submit proposals for funding and/or enhanced services.
- Represent and actively participate by assignment of Health and Social Services Director, in local, regional or committees/groups in support of social services to MFN.

The Social Services Manager will possess the following qualifications, skills, experiences, and attributes:

- A Post-secondary Diploma in Health, Human Services, or Public/ Business Administration.
- Two year experience with a First Nation or Aboriginal organization in the area of health or social services or in a multi-disciplinary environment.
- Experience writing proposals, report writing, financial management and program planning.
- Provide a Vulnerable Sector Check from the CPIC.
- Knowledge of the Occupational Health and Safety Act and the Workplace Hazardous Materials Information System.
- Demonstrated supervisory, conflict resolution, and organizational management.
- Demonstrated oral and written communication skills at leadership level.
- Demonstrated computer skills with MS Office software.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Rita Chiblow, Human Resources Advisor
Marked: **CONFIDENTIAL**
EMAIL: ritac@mississaugi.com **FAX:** 705-356-1740
Deadline: Friday, June 29, 2018 at 4:00 pm

Thank you to all applicants; however, only those selected for an interview will be contacted.