



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

Position Title: Community Services Manager
Department: Community Services Department
Supervisor: Chief Administrative Officer
Terms: Full-Time
Job Reference #: 2019-007

PURPOSE OF POSITION:

The Community Services Manager is responsible for the professional expertise, program direction, planning, and operational implementation for the short-term and long-term development of the Community Services Division within the TteS. This includes the coordination, direction, and implementation of programs and projects that support Community Services. This position oversees program administration including development of programs, annual budgets, negotiating, contract management, supervising line staff, among other aspects to ensure the successful management of the Community Services Division for the TteS.

DUTIES AND RESPONSIBILITIES:

1. Develops and implements short-term and long-term strategic plans, programs, and budgets to ensure the appropriate management of the Community Services Department within TteS (80%)
 - Oversees all activities and monitors projects, programs, and liaises with external agencies and institutions as required
 - Uses expertise to make decisions and positively impact the Community Services Department services
 - Oversees the INAC and other related funding, finalizes, and signs all applications, and reports on behalf of the Band under this program
 - Coordinates joint projects, special projects, and ongoing projects while ensuring efficient service delivery and communication regarding the Community Services Department
 - Works with committee members, Councillors, volunteers, and staff as may be hired from time to time to carry out projects and programs for the Community Services Department
 - Responds to all rules on all concerns and appeals issued to the department and refers all appealed decisions to the Chief Operating Officer
 - Prepares the annual Community Services Department's division budget
 - Provides staff with professional and technical support and coordinates the personal and professional development of staff
 - Approves all supplies and equipment for the Community Services Department
 - Chairs all department meetings and keeps staff informed on guidelines and policies established by the TteS and provides updates on any Board Representations, INAC, FN, legal, regulatory, or policy changes implemented by the government
 - Supervises staff and participates in Human Resources activities
 - Participates in committees and various boards as a Community Services expert and representative of TteS
 - Ensures the native culture and history are reflected in all aspects and functions of the department

- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures
 - Maintains confidentiality on all matters relating to the affairs of the TteS
2. As a member of the Management team, the Community Services Manager participates in management and administrative meetings as required to contribute to the overall sound management practices of the TteS (15%)
 - Assist in the development and implementation of policies, procedures, and administration activities
 - Educate and share information with staff and management on Community Services plans and policies
 - Liaise between departments, ensure CS strategies, and operational plans are aligned and implemented accordingly
 - Recommend and/or implement efficiencies where appropriate
 3. All other related duties as required (5%)

QUALIFICATIONS, KNOWLEDGE, AND OTHER SKILLS:

Professional Certification, Education, and Experience

- Bachelor’s Degree in Social Work and 5 years directly related experience is required
- Must have demonstrated experience or an equivalent combination of education and experience, in program administration, supervision, and successfully managing a budget
- Demonstrate experience working cooperatively in a First Nations work environment
- Must be able to pass a Vulnerable Persons Criminal Record Check
- Must have a valid Class 5 BC Driver’s License and clean driver’s abstract

SKILLS AND ABILITIES:

- Demonstrated ability to coordinate, manage concurrent activities, and allocate resources appropriately
- Strong knowledge of program administration
- Strong knowledge of requirements of social service institutions and funding programs
- Strong organizing, planning, and coordinating skills
- Ability to organize, maintain records, and reporting documents
- Able to communicate effectively
- Demonstrated experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders
- Demonstrated experience planning, organizing, coordinating, and leading a diversity of projects simultaneously
- Strong ability to develop, monitor, report, and implement program budgets
- Ability to work in a cross-cultural environment

Hours of Work: Normal Day shifts – 7 hours. Non-normal shifts will be required from time to time

Pay Grade: As per current TteS salary grid

Tk’emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

**Deadline is Thursday, March 14, 2019
to be received no later than 2:00 PM**

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at resume@kib.ca, Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way
Office Hours are Monday to Friday, 8:00 AM to 4:00 PM
Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.