



32 Machishteweyaaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

Internal Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITON:

TITLE: Director of Social Development
Location: 32 Machishteweyaaau Trail, Nemaska, Quebec, J0Y3B0
Salary: (\$73,112 min. - \$ 109,669 max.) plus northern allowance
Closing Date: November 9, 2022
Employment Status: Permanent, subject to 1-year probation

Summary of Position:

Reporting to the Director General, the Director of Social Development is responsible for the design and delivery of social development activities and programs that meet the community's needs, are managed effectively, meet safety requirements, and are accessible and economically feasible. The Director of Social Development is responsible for planning, organizing, directing, implementing and monitoring programs as well as policies promoting culture and traditions, youth, wellness, and sports and recreation for the Cree Nation of Nemaska.

Duties and Responsibilities

Functional Responsibilities:

- Identify the needs of the Cree Nation of Nemaska related to culture, wellness, youth, and sports and recreation programs and initiate and promote Cree cultural and language development programs for all ages.
- Oversee the design, development and animation of culture, wellness, youth, and sports and recreation programs and establish traditional pursuits and training programs.
- Promote traditional names and values, stories and legends as well as the physical aspects of the Cree tradition.
- Ensure programming is regularly available to community youth and that information about all programming is made readily available community wide.
- Oversee the management of the Youth Centre and ensure proper maintenance and repairs are conducted as needed.
- Oversee the coordination of an annual Youth General Assembly in the community, which is led by the Youth Coordinator.
- Ensure program Supervisors keep regular contact with the Cree Nation Government and other organizations that provide information and support for relevant programming.
- Promote all of the Department's programs through open forums, information pamphlets, web sites, newsletters, and weekly radio announcements.
- Ensure representation of the Cree Nation of Nemaska on regional boards meetings.

Planning, Administration and Reporting Responsibilities:

- Oversee the administration of youth employment and training programs.
- Oversee the planning of programs, workshops or seminars that focus on mental health, child development, parenting skills, solvent abuse, injury prevention, parenting skills, and healthy babies by partnering with local, regional or specialized organizations.
- Keep up to date with policies and changes to applicable laws (Labour Laws, Cree-Naskapi Act, Council Resolutions, and Contracts and/or Agreements, etc.).
- Develop, communicate and implement policies and procedures for departmental operations and programs and ensure compliance with policies and procedures at all times.

Supervisory Responsibilities:

- Supervise the daily activities of direct reports.
- Ensure the training and development of employees, as well as conduct periodic performance evaluations.
- In conjunction with Human Resources, develop and manage succession planning.
- Ensure that the Department's objectives are achieved by defining departmental and individual objectives.
- Keep employees informed of decisions made by Council and Senior Management Committee.
- Take part in the hiring and training process of employees.
- Ensure administrators and supervisors reporting to him/her have the proper training and tools to manage their teams.

Financial Responsibilities:

- Elaborate, submit and manage the budget for the department of Social Development, including Sports Development, Community Festivities and Celebrations, Cultural Programs and Activities, and all other animation budgets approved for delivery under the services of the Department of Social Development.
- Ensure facility rentals are collected and forwarded to the Accounting Department.
- Research additional funding sources to support culture and recreation programs.

Additional Responsibilities:

- Maintain and increase knowledge and skills through attendance at meetings, conferences, and training seminars.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- A University Degree specialized in Social Science or a related field.

Experience:

- Five to eight years of relevant experience.
- Demonstrated experience in budget planning.
- Demonstrated experience performing accounting and financial tasks.
- Demonstrated experience with staff supervision.

Languages:

- Spoken fluency in Cree and English.
- Written fluency in English.
- Fluency in French is an asset.

Knowledge and abilities:

- Strong leadership, management, supervisory and coaching skills
- Ability to maintain information confidential.
- Strong judgment and problem-solving skills.
- Excellent communication and interpersonal skills with a commitment to mediation and dispute resolution.
- Ability to plan and implement change initiatives.
- Good organizational skills and the ability to coordinate multiple tasks.
- Ability to work under pressure and to adapt to a changing environment.
- Working knowledge of computers and Microsoft Office products.

Working Environments

The Director of Social Development works from an office at the Band Administration Building in a typical office and is responsible for working from 9:00 a.m. to 5:00 p.m. with one hour off for lunch. In addition, because of the nature of work, travel is required to attend meetings out of the community and attendance may be required at odd hours and weekends to ensure activities and events are operating effectively and efficiently.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Interim Director of Human Resources
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