

Manager, Niigaaniin

Employer: Ketegaunseebee Garden River First Nation

Posted: 5 months ago

ES Job ID: 14389

Sector(s): Executive and Management

Salary: 38.8

Closing Date: July 07, 2023

Location: Garden River

Duration: N/A

Job Description:

Position: Manager, Niigaaniin

Salary Range: \$38.80 - 42.77 (Pending Qualifications)

Location: ADMINISTRATION OFFICE

Report to: CAO

POSITION SUMMARY

The Manager, Niigaaniin Program is responsible for the management, of client opportunities that are aimed at helping eligible community members become self-supporting through employment or self-employment while ensuring that they are able to meet their basic financial needs.

DUTIES

- Monitoring the need for financial and developmental assistance and opportunity development through interaction with community members and through information sharing/liaison with staff of related community-based programs/services, and relevant other indigenous and non-indigenous agencies working with community members;
- Participating in ensuring that culturally appropriate methods of delivery of financial and developmental assistance are identified and/or developed, and are incorporated into service delivery to community members where appropriate and as requested;
- Ensuring that Niigaaniin services are effectively and efficiently coordinated throughout each planning period with other relevant community-based and external services;
- Assisting with the completion of the application and consent forms and obtain additional information as required for entitlement and maintaining up-to-date financial and developmental assistance information in participants files;
- Encouraging, as appropriate, other community-based programs to develop new or modify existing services in order to effectively address the developmental needs of Niigaaniin program participants;
- Entering into developmental service agreements with clients and the staff of other programs involved;
- Organize, schedule, train, supervise and coordinate their staff;
- Delegating specific task assignments to the employees of their particular program as maybe required;
- Evaluating the job performance of their staff on an annual basis ensuring that the objectives of Garden River First Nation are being met effectively by all Program personnel;
- Performing other related duties as may be required and assigned;

Required Skills:

- Required bachelor's degree in human Relations or related field;
- Required three years direct experience and supervisory experience;
- Familiar with the relevant Tribal, First Nation, Federal and Provincial policies and legislations regulations and/or

guidelines that are relevant to the funding and delivery of Niigaaniin Program services;

- Knowledge of the range of relevant community-based and external programs and services available to community members;
- Knowledgeable of the range of both contemporary and traditional methods of intervention, assessment, counselling, support, training and healing that are effective in promoting community family and individual development and well-being;
- Demonstrated sensitive to and knowledge to the First Nation cultural values and traditions;
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Stamina, sensitivity and strong negotiation and advocacy skills;
- Excellent organizational skills, time management skills, interpersonal and communication skills, both oral and written;
- Must undergo a criminal record and vulnerable sector check prior to employment (At Applicant Expense)

How to Apply:

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: July 7th, 2023 @ 12:00pm (Noon).

Please address the envelope and/or email "Niigaaniin Manager- 2023-83" and submit to:
Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

The Manager, Niigaaniin functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers all full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days.

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.
SELF-IDENTIFICATION IS ENCOURAGED.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.