



Employment Opportunity

Director of Child, Family & Social Development (6-month contract)

Job Description:

Ulkatcho First Nation is currently looking for an experienced Director to take on a 6-month contract and provide the overall direction and management of the income assistance program, strategic planning and development of child & family, and social development services programs for the health and safety of community members of the Ulkatcho First Nation. Reporting to the Operations Manager, the Director is responsible for crisis intervention and integrated case management and to plan for the provision of any services that may be required for the well-being of the community members. This Director will interact with a wide variety of community members and Band employees as well as internal and external representatives within various levels of the UFN government and non-Band representatives including Chief and Council, Ulkatcho committees and working groups, other First Nations communities, external agencies and legislative authorities and other stakeholders and special interest groups.

As the Director of Child, Family & Social Development you will:

- Develops, strategically plans, and manages the UFN Child & Family Social Development program.
- Create, implement, and report on the program budget ensuring optimization of funding dollars, in accordance with grant regulations and the Child, Family and Community Service Act.
- Manage the ISC Social Assistance (SA) program to provide for the basic living needs of eligible community members according to the BC Region Social Development Policy and Procedure Manual by;
 - ensuring clients are eligible and monitor eligibility for SA upon application, monthly, annually, and by maintaining a strict confidentiality file system;
 - compiling and tracking statistical information for quarterly and annual reporting
- Review monthly statements of revenue and expenditure to ensure correct coding of expenditures and note any variances that may cause concern;
- Provide assistance to members completing application forms such as old age security, guaranteed income supplement, disability, child tax benefit and etc. as required;
- Work with the UFN Education Director, Caribou Chilcotin Aboriginal Education and Training Services and other agencies to develop training opportunities, increase skill development, achieve academic grade levels and remove barriers to help them reach their social and economic potential;
- Promote the health and safety of children through on-going communication with the Ministry of Child and Family Development, Denisiqi Service Society and the families of children at risk.
- Work with biologic and adoptive families for the placement of children in secure and permanent homes;
- Responsible for planning and development of community service programs for the health and safety of community members through the Family Violence, National Child Benefit, and Community-Based Service funds;
- Assist with the Breakfast Program for Nagwuntl'oo and Anahim Lake School children, funds for youth activities, special occasion food baskets or gift certificates and community kitchen for any community member who wishes to participate;
- Prepare proposals to access additional funds to develop, organize and maintain community programs such as family fun nights, children and summer programming and women's wellness initiatives;
- Responsible for coordinating family and individual counseling, crisis intervention, and integrated case management activities with applicable agencies to support those requiring assistance in managing difficult and challenging situations;



- As a member of an overall health team participate on a number of committees and ensure strong communication with the UFN community,
 - participate in the new goal employment working group to implement the strategy in phases
 - participate in the development of the health and wellness strategy for the community
 - participate in the development of a comprehensive community plan (CCP)
- Other duties as required

Qualifications

- Bachelor's Degree in Social Work or other relevant degree with a background in social sciences required, Master's Degree is considered an asset
- Five to seven (5-7) years' work experience with multi barrier, at risk and/or First Nations people
- Proven ability to work independently, while establishing and maintaining effective working relationships while using integrated case management techniques and the ability to prioritize accordingly
- Experience developing strategic direction for a department, establishing goals, actions, measurements and assigning staff accountability
- Ability to interpret and apply provincial legislation, agency policy, and practice standards with confidence and professionalism
- Working knowledge of health and social services policies and programs, with strong knowledge of other activities/opportunities that will assist with social development
- Demonstrated success in leadership with the ability to identify common goals and work with a diverse team to move those goals forward
- Knowledge and experience related to the budget processes, with the ability to develop and manage a department budget
- Excellent written and oral communication skills, strong interpersonal and relationship management skills, and a high level of situational awareness
- Ability to maintain and use computer databases including Excel, Word and presentation systems
- Understanding and knowledge of Dakelh culture and traditions and Indigenous Social Development systems; ability to speak the language is an asset
- Strong ethics and knowledge of confidentiality
- Valid BC driver's license and clean drivers abstract
- Successful completion of a Criminal Record Check, including an additional check for working with a vulnerable population

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Director of Child, Family & Social Development (6-month contract)**” in the subject line. Or drop off at the reception counter at the band office.