



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

Employment Opportunity

INTERIM CHILD, FAMILY & SOCIAL DEVELOPMENT DIRECTOR (CFSD)

JOB SUMMARY

The Child, Family, and Social Development Director (CFSD) is responsible for the overall management of the Child, Family, and Social Development for Ulkatcho First Nation Band and for the direct management and the day-to-day operations of the program.

PURPOSE OF POSITION

The purpose of this position is to 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 UFN.

WORK FEATURES AND CONTACTS

Reporting to the Operations Manager, the CFSD 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.

The CFSD interacts 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
- Other stakeholders and special interest groups

SPECIFIC ACCOUNTABILITIES/DELIVERABLES

- Develops, strategically plans, and manages the UFN Child & Family Social Development program.
- Develop and manage the program including creating, implementing, and reporting on the program budget;
- 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;
- manage the Homemaker Program by developing the schedule in cooperation with the Health Director and supervising staff;
- Prepare proposals to access additional funds to develop, organize and maintain:
 - family fun night - weekly
 - children and summer programming
 - Women's Wellness
- Responsible for family and individual counseling, crisis intervention, and integrated case management activities with co-workers, and other agencies involved in families in crisis or requiring assistance in managing difficult and challenging situations through case conferencing, support through referral to appropriate counseling or other service providers;
- As a member of an overall health team, the Child & Family Social Development Director (CFSD) participates on a number of committees and ensures strong communication with the UFN community,
 - a. Participate in the new goal employment working group to implement the strategy in phases
 - b. participate in the development of the health and wellness strategy for the community
 - c. participate in the development of a comprehensive community plan (CCP)
- Other related duties as necessary.

FINANCIAL RESPONSIBILITY

Administers an annual budget of approximately \$1.2M Social Development; \$.5M Children and Families.

SUPERVISION OR TRAINING DUTIES

This position will supervise the Child & Family and Social Development staff and consultants/experts that are hired on a contract basis.

SPECIAL REQUIREMENTS

Ability to deal with conflict and address lateral violence in the workplace.

WORKING CONDITIONS

Working together with UFN Band Administration staff as a team player from the UFN Band Administration Office located in Anahim Lake, BC.

SELECTION CRITERIA

Professional Certification, Education and Experience

- Diploma or Degree in Social Sciences field or other relevant degree and a minimum of five years' work experience with multi barrier, at risk and/or First Nations people
- Must have a valid BC Driver's license and transportation endorsement
- Must pass a Criminal record check and additional check for working with a vulnerable population.
- Ability to interpret and apply Provincial legislation, Agency policy, and practice standards with confidence and professionalism.
- Proven ability to work independently, while establishing and maintaining effective working relationships while using integrated case management techniques and the ability to prioritize and switch gears when called for

Skills and Abilities

- Working knowledge of health and social services policies and programs
- Able to connect and build relationships with others in a positive way;
- Strong knowledge of other activities that will assist with social development;
- Strong knowledge of budgets and program administration;
- Strong organizing, planning and coordinating skills;
- Able to communicate effectively (verbal and written);
- Ability to maintain and use computer databases including Excel, Word and presentation systems;
- Demonstrated ability to successfully establish and maintain respectful, productive and cooperative working relationships;
- Ability to work in a cross-cultural setting; and
- Strong ethics and knowledge of confidentiality.

How to Apply:

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include "**Interim CHILD, FAMILY & SOCIAL DEVELOPMENT DIRECTOR**" in the subject line. Or drop off at the reception counter at the band office.

Posting Date: June 13, 2022

This position will remain open until filled