



huuayaht

ANCIENT SPIRIT, MODERN MIND

Full-time Position: Director of Child and Family Wellness

Location: Port Alberni and Anacla Government Offices

Annual Salary: Dependent on education and experience in accordance with HFN Human Resources Regulation

Authority Relationship: Associate Executive Director

The Children & Families' Services Program Director is responsible for the successful implementation of program services, policies, and procedures in accordance with the Social Services Report "*Bringing Our Children Home*". The Director oversees and is responsible for all functions of child and family service programs. The Director is responsible for childcare programs, preschools, and family education programs.

Key Accountabilities:

- Implement program policies and procedures established in accordance with the Social Services Report "*Bringing Our Children Home*".
- Provide support and empower front line staff with prevention focus.
- Provide leadership to protection team working with families within the child protection system.
- Responsible for all administration of assigned programs.
- Oversee community-based programs and activities, including pre-schools, after schools, and family & children's services.
- Regularly assess citizen needs for children's and families' services - identify unmet needs, develop and implement plans to meet those needs.
- Responsible for supervisions of client case management, and direct services staff.
- Develop and maintain close and cooperative relationships with MCFD and DAA's management, community, and public agencies.
- Ensure cultural plans are maintained and executed.
- Ensure preplanning processes are implemented and executed.
- Work cooperatively with the Chief Financial Officer and Associate Executive Director to develop budgets.
- Ensure programs and services are conducted with a culturally appropriate and trauma informed lens.
- Participate in integrated case management.
- Other duties as assigned.
- Maintaining confidentiality.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Operational Requirements:

- Valid class 5 driver's license.
- Some travel, including overnight and or weekends. Possible US domestic travel.



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- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, criminal records checks, reference checks, and education/credential verification.

Education and Experience Requirements:

- Bachelor's degree in psychology, child development, or social work preferred.
- A minimum of one year of management experience.
- A working knowledge of current issues pertinent to services, legislation and regulations regarding childcare, pre-schools, child abuse, family dynamics, children and family programs.
- Demonstrated ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- 2+ years of experience working in a First Nations context.
- Significant understanding of child protection systems.
- Demonstrated and successful experience planning, organizing, managing and communicating program activities.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-723-4646 or mail attention: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Director of Child and Family Wellness Posting. Closing date for this position is November 30, 2018 at 4:00 pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other