

JOB DESCRIPTION

Child Wellbeing System Coordination Manager - Temporary 18 month contract/parental leave

Position Title: Child Wellbeing System Coordination Manager

Department: Social Services Strategic Advancement

Supervisor: Director of Strategic Advancement

SUMMARY:

The Social Services Strategic Advancement Department provides advocacy, coordination, strategic planning, and support to assist First Nations and Tribal Councils affiliated with Nishnawbe Aski Nation ("NAN") achieve their goals. The Department interfaces with the federal, provincial, and municipal governments in its advocacy role. A Departmental priority is travelling to First Nations in NAN territory to better understand their unique strengths and needs. The Department provides technical briefings to NAN leadership, NAN executive and others as needed.

The Child Wellbeing System Coordination Manager is responsible for working across NAN departments and with external partners to increase access to social services for NAN members through service coordination and filling identified gaps. The Manager will lead the development of wholistic service models, identify service gaps and opportunities to leverage existing initiatives. The Manager works to ensure policies and funding mechanisms are developed to that meet the unique needs of NAN First Nations.

RESPONSIBILITIES AND DUTIES:

- Develop a deep understanding of the current state of First Nations program development for child and family services, child and youth mental health and other relevant services.
- Identify areas of need and advocate for solutions with the relevant government or organization.
- Identify areas of opportunities for First Nations in the development of child and family service programs and leverage opportunities.
- Coordinate resources and supports across First Nations for efficiency and consistent information sharing.
- Represent Nishnawbe Aski Nation on various committees such as provincial consultation committees, national oversight committees, tripartite negotiations.
- Oversee and manage the effective and efficient day to day operations including planning, developing, coordinating, implementing, and evaluating program work plans.
- Determine program and human resource requirements, supervise, and manage in accordance with approved policies and procedures including identifying training needs, coaching, and mentoring staff to improve performance.

- Establish and maintain effective working relationships with NAN First Nations, First Nation organizations; the government of Canada, the government of Ontario and municipal governments.
- Foster effective inter-departmental and cross-departmental teamwork within the organization.
- Establish and maintain effective relationships and collaborative arrangements with Chief's Committee on Children, Youth and Families to help achieve the goals of NAN Communities.
- Manage the program's financial resources, including preparing and monitoring budgets, and developing funding proposals, including negotiating for funding under the guidance of the Director of Social Services.
- Secure and manage contractors hired to do work on behalf of the Department, adhering to NAN's policies.
- Prepare reports, briefing notes, and power point presentations as required.
- Work with NAN Senior Management team as required to ensure efficient and effective departmental and organizational support for all programs under NAN.
- Perform all other related duties as required.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: Post Secondary Education in a relevant field with a minimum of five (5) years related management work experience; and/or a combination of related education/training with minimum five (5) years management work experience.

Credentials: A degree and/or diploma in a relevant field, and/or five (5) years related education and practical experience. Criminal reference and Vulnerable Sectors Checks required.

Experience: Proven experience in leadership, advocacy, facilitation, and problem solving. Program development and evaluation. Developing and supporting governance structures. Child welfare policy and practice. Policy development and monitoring implementation.

Knowledge: Sound knowledge and understanding of NAN First Nation issues, combined with a strong knowledge and appreciation for First Nations culture, traditional practices, and protocols. Initiative and ability to complete tasks with minimum guidance and supervision, and ability to manage competing demands in a team setting. Fluency in a NAN dialect (Cree, Ojibway, or Oji-Cree) is an asset.

Effort: Accomplished oral and written communication skills complimented by excellent inter-personal skills to develop and maintain effective working relationships. Well established organizational and analytical skills with a proven ability to analyze and make recommendations to NAN Executive and Chiefs on relevant political issues.

Working Conditions: Ability and willingness to travel, on short notice.

ACCOUNTABILITY:

The Child Wellbeing System Reform Manager is under the day-to-day supervision of the Director of Social Services Strategic Advancement, with overall accountability for performance to the Chief Administrative Officer.

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LOCATION OF WORK: Thunder Bay, ON

PORTFOLIO: Social Services Strategic Advancement

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