

## **JOB DESCRIPTION**

### **Program Manager**

#### **Reclamation and Healing**

**SUMMARY:** The Reclamation and Healing Program Manager will be responsible for the overall planning and coordination, development and implementation of department initiatives in support of NAN First Nation communities and initiatives regarding Indian Residential Schools (IRS), Indian Day Schools (IDS) and unmarked burials and missing children at former IRS institutions.

The responsibilities of the Program Manager include maintaining regular communication with the Reclamation and Healing Department staff, Director and the Deputy Grand Chief with the Reclamation and Healing portfolio, along with developing effective working relationships and collaborate with NAN Departments, NAN First Nation, IRS Initiative and Survivors Initiatives.

The Program Manager will be required to provide overall supervision to Reclamation and Healing Staff to assist and provide direction and coordination of services and ensure that all program initiatives and services are in line with the organization's overall strategic goals and objectives.

#### **DUTIES:**

- Oversee and manage the effective and efficient day-to-day operations including planning, developing, coordinating and evaluating work plans associated with the IRS RHSP program.
- Supervise and manage in accordance with human resource requirements and approved policies and procedures.
- Identify training needs, coaching and mentoring staff to improve performance and to ensure effective functioning and alignment with NAN's values.
- Manage the program financial resources including preparing and monitoring budgets and working within NAN's financial and administrative structures to ensure accountability.
- Manage the daily resource needs of the team.
- Prepare reports, briefing notes, documents and PowerPoint presentations as required.
- Create a working environment that is conducive of teamwork, trust and collaboration.
- Work with Senior Management as required to ensure efficient departmental and organizational support for all programs under NAN.
- All other duties as required.

**OTHER JOB REQUIREMENTS:** Valid Driver's License, Criminal Record Check

## COMPETENCIES AND QUALIFICATION:

### Candidate must possess the following skills and attributes:

**Education:** Post Secondary education in a relevant field with a minimum 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.

**Experience:** Proven experience in leadership, negotiations, facilitation, and effective problem solving.

**Knowledge:** This position requires knowledge of First Nation issues and challenges and a knowledge of community resources available throughout the NAN Territory. Strong interpersonal skills and proficiency with Microsoft Office applications are essential. The ability to speak a NAN First Nation language is an asset.

**Effort:** This position requires excellent communication and interpersonal skills, analytical problem-solving, time management, and organization skills. Strong attention to detail and the ability to utilize sound ethics and judgment are essential. This position requires a high degree of organization, priority setting and communication in a confidential environment. This position may require lifting objects in and around the office and loading materials off-site.

**Working Conditions:** This position requires working in a fast-paced environment and managing competing demands in a team setting. This position may require being on call and travelling extensively on short notice.

### ACCOUNTABILITY:

The Program Manager is under the day-to-day supervision of the Director of Reclamation and Healing with overall accountability to the Chief Administrative Officer.

**LOCATION OF WORK:** Thunder Bay

**PORTFOLIO:** Reclamation and Healing

**CREATED /LAST UPDATED:** January 2024