

JOB DESCRIPTION

DIRECTOR

Reclamation and Healing

Summary of Duties

The Director of Reclamation and Healing oversees the operations of the department, with a focus on supporting Indian Residential School (IRS) survivors, their families, and those affected by intergenerational trauma. The role ensures that programs and services are culturally grounded, trauma-informed, and responsive to the needs of First Nation communities. Key responsibilities include strategic planning, budget management, and the development and implementation of departmental priorities to help advance the organization's vision and strategic plan. This includes ensuring the effective and efficient delivery of programs and services that align with the goals of First Nation communities. The Director leads initiatives that promote cultural reclamation, language revitalization, and holistic healing approaches, including land-based and community-led practices. The role also involves close collaboration with Senior Management, the Chief Administrative Officer, Executive Council, NAN First Nations, Tribal Councils, Elders, Knowledge Keepers, survivors, and external partners to ensure that programs reflect community priorities and amplify survivor voices.

This role contributes to the overall accountability and effectiveness of NAN by supporting healing initiatives that honour the experiences and resilience of survivors and their families.

Duties

- Oversee and manage the planning, timelines, implementation, execution, and evaluation of department priorities, and projects.
- Manage financial resources including preparing and monitoring budgets, researching funding sources and developing funding proposals including negotiating for funding.
- Oversee and manage effective and efficient day to day operations including planning, developing, coordinating, implementing, and evaluating strategic program work plans that incorporates and facilitates the vision, and strategic goals and objectives of the organization.
- Fostering effective teamwork within the department and with other programs within the organization.
- Liaise with partners to coordinate the exchange of information regarding department related issues.
- Work with First Nations and Tribal Councils in providing liaison and advocacy with governmental departments and agencies on local department related issues, for the purpose of resolving issues and achieving results.
- Manage/oversee the planning and coordination of NAN-wide department related workshops, conferences, and meetings.
- Ensure effective communication and information flow with the Executive Council, Chiefs, First Nations communities, and partners, in coordination with the Communications Department.
- Maintains strong working relationships with First Nations, regional and national aboriginal organizations, relevant government agencies, external organizations, funders, and businesses.
- Prepare reports, briefing notes, and Power Point presentations as required.

- Direct, produce and implement any department specific policy.
- Ensure the maintenance of an effective filing system that holds records of activities, decisions, progress reports, resolutions, and directories in a confidential manner on NAN SharePoint.
- Schedule, convene and attend meetings as needed (portfolio, staff, projects, committees etc.)
- Attends professional development workshops and conferences to stay current of trends and developments in the field.
- Effectively represent the best interest of NAN First Nations.
- Participate in all meetings at a local, regional and/or national level as requested.
- Support the NAN Chiefs' in-Assembly, and NAN activities as required.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Plan, coordinate, attend and participate in de-brief meetings.
- Complete all mandatory training assigned.
- Other duties as required.

Management Duties

Determine department human resource requirements, supervise, and manage in accordance with approved policies and procedures including identifying training needs, coaching, and mentoring staff to improve performance. Management is expected to be on call to provide guidance, support, and decision-making as needed, even outside of regular working hours, to ensure operational continuity and address any urgent matters that may arise.

- Oversee day-to-day operations, including workflow management, resource allocation, and task assignment to ensure optimal productivity and efficiency.
- Set clear performance goals and expectations for department staff, regularly monitoring performance, and providing feedback, coaching, and support as needed.
- Identify training needs and opportunities for skill development within the team, providing training sessions, workshops, and resources to enhance individual and team performance.
- Address issues and challenges that arise within the team in a timely manner, working collaboratively to develop solutions and implement corrective actions as necessary.
- Facilitate open and effective communication within the department, ensuring that team members are informed of relevant updates, changes, and expectations.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position must be able to do the following duties when required:
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff in the department as well as for the delegates.

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- Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

Master's degree, bachelor's in Indigenous Studies, Social Work, or a related field or equivalent combination of education and experience in a related field is required.

Continuing education may be required to remain current in the field or to maintain professional credentials.

Credentials:

Not Applicable

Experience:

5-7 years of management experience and department leadership experience is preferred.

Knowledge & Skills:

The Director of Reclamation and Healing require considerable knowledge of Indian Residential Schools and intergenerational trauma, as well as community, business, economic, and resource development. The role also requires a broad understanding of traditional values, methods, techniques, and procedures, including professional standards of practice in the field of work.

- Strong analytical and organization skills with ability to work on a wide range of issues simultaneously.
- Extensive knowledge of on-going First Nation issues and support systems with a solid understanding of the trends, directions and models of delivery and governance that affects NAN territory.
- Working knowledge of government legislation and interrelationships with the Treaties 9 & 5 and the Indian Act.
- Excellent oral and written communication skills complimented by effective presentation and facilitation skills including proven leadership abilities, communications, and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships.
- Strong skills in proposal development, negotiations, policy review and development.
- Skilled in composition of detailed letters, policies, or directives where tone and style are important and includes complicated ideas where clarity and precision of language is critical.

- Strong project management skills for effectively coordinating tasks, resources, and timelines to ensure successful project completion within scope, budget, and schedule constraints.
- Solid organization and time management skills.
- Experience working with First Nations combined with strong knowledge and appreciation for First Nations culture, traditional practices, and protocols.
- Must be able to respect confidentiality and make sound decisions.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anishininimowin or Ojibway) an asset.
- Strong computer skills with expertise in Microsoft Word, Excel, and Power Point.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$15,000.00.

Accountability

This position is under the day-to-day supervision and overall accountability for performance to the Chief Administrative Officer.