

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Health & Social Services Jordan's Principle Manager

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Health & Social Services (DHSS) is currently looking for a motivated and knowledgeable candidate to fill the role of **Jordan's Principle Manager**.

Position Overview

Under the direction of and reporting to the Senior Director of Health and Social Services, the Jordan's Principle Manager will **work collaboratively with a counterpart/co-manager** and together are responsible to manage all Jordan's Principle staff and to ensure that all program activities meet the needs and requirements of the First Nations children and their families. In addition, the Managers will be responsible for the management of all staff, program administration, budget, stakeholder management and to request and secure funding.

Overview of Responsibilities:

Management and operational duties associated with the requirements of Jordan's Principle including:

- Supervising, planning and overseeing the operations and fiscal requirements including budgets (within funding requirements and parameters) of Jordan's Principle program,
- Coordinate and oversee the work and priorities of a total of 16 staff (Jordan's Principle Service Coordinators and Office Administrators)
- Establish performance and operational expectations for the staff and program
- Assist with and manage complex cases, when required
- Work with the administrators on challenging respite cases, if required
- Recommend policies, procedures and work practices that enable and encourage optimal performance and health and safety of the staff
- Work collaboratively with other Health and Social Services management and staff on initiatives and the sharing of information, as required
- Coach and develop staff, management of performance and set appropriate expectations
- Work with staff to develop and implement annual self-care plans, work plans and professional development plans
- Development of own self-care plan and fiscal work plan
- Work with member communities to ensure that Jordan's Principle is meeting the needs and requirements within their communities
- Work with respective stakeholders to ensure any gaps or challenges are addressed
- Ensure that contractual obligations are met and any contractors hired complete the work as contracted and final reports are submitted
- Submission of monthly report that includes a summary of the monthly performance of the program activities and the reconciled travel and other expenses against the annual budget
- Development and submission of an annual report summarizing all activities and statistics of the program

Position Requirements:

- Minimum of an undergraduate degree in Social Work/ Child and Youth studies/ Psychology or other relevant Bachelor's degree; OR a Human Services diploma with 3+ years of relevant experience in the Social Services
- Minimum of 3-5 years experience working in a health-related field
- Experience working in a complex, dynamic, multi-stakeholder environment, health field preferred
- Knowledge of Jordan's Principle Initiatives, Canada Health Act, Indian Act, Provincial Mental Health Act and understanding of First Nations Inuit Health Branch (FNIHB) of Indigenous Services Canada and related programs and responsibilities.
- Strong commitment to a strength-based and trauma-informed perspective and employ culturally safe, professional and confidentiality practices
- Ability to apply creativity and innovative thinking to community focused solutions
- Proven leadership capacity development and management skills
- Strong initiative, motivation, conscientiousness, and dedication
- Excellent written and oral communication and advocacy skills as well as proficiency in Microsoft Office Suite
- Strong organizational and prioritization skills
- Must provide a recent criminal record check as well as pass vulnerable sector and child abuse registry check
- Must have reliable transportation, drivers' license and the ability to travel.
- Experience working for a First Nations (FN) community or organization (an asset)
- Some familiarity with the Mi'kmaw language (an asset) or willingness to learn Mi'kmaw greetings

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$60,000 - \$75,000 per year. This is a Permanent Position (pending successful one-year probationary contract). Expected interview dates are August 12 & 13 and expected start date is September 16, 2024.

Application Deadline: Open Until Filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants must provide proof of Canadian Citizenship or Permanent Residency.***