



EMPLOYMENT OPPORTUNITY – EXECUTIVE DIRECTOR MNAASGED CHILD AND FAMILY SERVICES

GENERAL DESCRIPTION

Located in Southwestern Ontario, Mnaasged Child and Family Services (MCFS) is a vibrant Indigenous Child Well-Being organization that delivers services to six First Nations while simultaneously pursuing designation as a Child Protection Authority.

MCFS is currently seeking an Executive Director. The Executive Director provides for the overall direction and effective administration of Mnaasged while ensuring high-quality, client-centered services that are in line with the vision and mission of the organization.

Reporting to a Board of Directors, the Executive Director implements strategic and designation plans within approved budgetary guidelines, legislative requirements, regulations, policies, procedures and mission of the organization. Using experience and effective management skills, the Executive Director is an innovative strategic thinker with the ability to creatively design plans for new, improved services and programs for the organization.

The Executive Director is responsible for leading the organization towards designation as an Indigenous child welfare authority.

KEY JOB FUNCTIONS

Planning:

Develop and monitor MCFS plans to ensure alignment with its vision, mission and strategic plans, highlights include;

- Develop and monitor the organization's annual work/strategic plan collaboratively with relevant stakeholders while ensuring community input is sought and considered from all member First Nations
- Develop and propose new programs and funding proposals for the Board's consideration
- Ensure a strong understanding of political, legislative, environmental and macro-economic trends and how they might impact the organization
- Lead the organization through the designation process while ensuring continuity of services

Service Delivery:

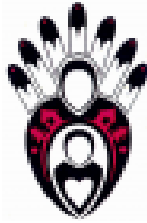
Monitor and ensure programs and services meet the goals and objectives of the MCFS, highlights include;

- Oversee the implementation of the operational plan
- Develop, implement and maintain effective, efficient and high-quality programs and services
- Ensure all staff comply with all legislative requirements, MCSS standards and guidelines, and MCFS policies and procedures in all service and program areas

Personnel/Staffing/Labor Relations:

Provide guidance, direction and support to staff, highlights include;

- Develop, lead and maintain the Senior Management Team
- Communicate Board decisions clearly and promptly to all staff



- Supervise senior management and provide advice, support, and feedback as required
- Ensure the development and approval of annual/project work plans

Budget Planning and Control:

Maintain effective financial management practices, highlights include;

- Develop an annual Operating budget for the approval of the Board of Directors. Operate the Organization within that approved annual budget
- Control budget lines by authorizing, monitoring and accounting for expenditures within the approved spending limits
- Approve expenditures which fall within the scope and limit of authority as established by the Board of Directors
- Ensure submissions of financial and operational reports, for each service and program, are completed and reviewed

Community Relations:

Develop and maintain effective community relations, highlights include;

- Develop positive, collaborative working relationships through effective liaison with member First Nations, other community agencies and the general public
- Ensure the implementation of a comprehensive communication strategy to enhance the role and profile of the organization, seek community input into services and keep community members aware of MCFS progress

Board Liaison:

Maintain effective relations with the Board of Directors, highlights include;

- Advise and recommend new policies, operational plans, objectives and governance practices to the Board of Directors
- Ensure reports are provided to the Board of Directors on all relevant issues and topics including operations, new policy requirements, recommended changes to new or existing services, emerging trends in the industry and potential service opportunities
- Assist the Board in implementation of governance policies and development of the strategic plan

QUALIFICATIONS

Minimum Education

- Master's degree in Social Work from a recognized Canadian institution.
- Registered in, or eligible for registration in the Ontario College of Social Workers

Minimum Experience

- Five (5) years' senior management experience managing programs and services, personnel and finances, preferably in a child welfare protection setting
- Previous experience working with various levels of governance including Boards of Directors, First Nation Chief and Councils, Tribal Councils, provincial ministries and federal departments

Salary Range \$ 85,000 – \$ 113,933

Pension and health benefits become available upon successful completion of a 6-month probationary period.



Hours of Work

Hours of work are generally 8:30 am – 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches. As a Manager under the Canada Labour Code, the successful candidate must be able to work on evenings and weekends as required by the demands of the position.

CLOSING DATE: Friday April 1, 2022 at 4:30 pm

This is a permanent full-time position.

Mnaasged gives preference to First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 working reference letters by email to:

**Human Resource Department
Mnaasged Child and Family Services
311 Jubilee Rd. Muncey, ON N0L 1Y0
allen.deleary@mnaasged.com**

For a full job description and additional information about our Organization, please contact:

**Allen Deleary, Human Resources Developer
allen.deleary@mnaasged.com - (519) 289-1117 ext. 237**