



EMPLOYMENT OPPORTUNITY

Mnaasged Child and Family Services

POSITION TITLE: Director of Corporate Services	CLASSIFICATION: Permanent Full-time
CLOSING DATE: Friday, February 14, 2025 @ 4:30 pm	SALARY: \$100,000 - \$120,00 (based on qualifications)

GENERAL DESCRIPTION

As a member of Senior management and reporting to the Executive Director or designate, the Director of Corporate Services will be assigned a portfolio of responsibilities which will include assisting with the management and administration of the Mnaasged Child and Family Services (MCFS) as well as responsibilities for specific internal and external relations, special projects, policy and reporting functions. The Director of Corporate Services has lead responsibility for overseeing and directing departments with Mnaasged that support direct client services, including Finance, Human Resources, Internet Technology Property and Equipment, and Support Services.

KEY JOB FUNCTIONS

The Director of Corporate Services will ensure that the agency's integrated services meet the requirements of the Child Youth and Family Services Act and any other applicable acts and are in line with the goals of the First Nations customs and practices, Ministry licensing, service standards, and the agency's policies and procedures, in part, as follows.

- a) Provide leadership to, and management of the work teams assigned and ensure the effective administration of support to MCFS Child Welfare and other services.
- b) Effectively manage the budget allotted to Child Welfare and other programs, including keeping the Executive Director and Board of Directors aware of any pressures that may require adjustments to budgets or expenditures within the fiscal year.
- c) Participate in the development of protocols with First Nation's and relevant agencies as assigned.
- d) Liaise with the Ministry of Children, Community and Family Services and Indigenous Services Canada concerning budgetary or administrative issues as may be required
- e) Participate in the budgeting and financial planning process that includes accurate projections of services and operational data
- f) Liaise with Ministry and ISC staff, Chiefs and Councils, First Nation Administration, Board of Directors, lawyers and other organizations and agencies
- g) Participate in internal or external committees as required or assigned
- h) Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Diploma in Business Administration
- Degree in Business Administration is preferred and would be an asset

Minimum Experience

- Two (2) years' senior executive administrative experience in non-profits working with Senior Management and Boards of Directors
- Experience working with Indigenous people, organizations and communities

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage.

For a full job description and qualifications, please Contact Carol Antone, HR Developer at
hr.developer@mnaasged.com
519 289-1117 ext. 237

Mnaasged gives preference to any 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 references to:
Human Resource Department
Mnaasged Child and Family Services
311 Jubilee Rd. Muncey, ON N0L 1Y0
confidential.hr@mnaasged.com

Only those selected for an interview will be contacted