

Job Description

POSITION:	Transition Prevention Manager
ACCOUNTABILITY:	Chief Executive Officer
CLASSIFICATION	Contract
DATE APPROVED:	

JOB PURPOSE

The Transition Prevention Manager is responsible for managing the Agency’s response and work required to assist in the transition and devolution of services to the North Shore First Nations. The Transition Prevention Manager will consult with the North Shore Tribal Council First Nation communities and work with members of the Agency Senior Management Team, Ministries, and Indigenous Services Canada regarding the Generic First Nation Child and Family Services Long Term Reform. The Transition Prevention Manager functions within legislative requirements, regulations, policies and procedures, and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services, and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Program Management

Engage, define, plan, and implement activities to assist in the devolution of prevention programs and services from Nogdawindamin to individual communities to support the Generic First Nation Child and Family Services Long Term Reform:

- Develop detailed project workplans;
- Coordinate and facilitate meetings for planning as required;
- Consult and engage regularly with First Nations to define and plan activities;
- Define data elements as required and develop data collection tools;
- Identify existing data sources and collection methods;
- Gather, compile, and maintain data through consultations and engagement with North Shore Tribal Council Communities, Agency, Ministries, and Indigenous Services Canada;
- Develop reports, discussions, and high-level briefing papers as required;
- Identify Agency, North Shore First Nation Communities, Ministry and/or Indigenous Services Canada requirements;
- Ensure detailed records and statistics of all meetings related to the project are maintained;
- Ensure all working files are accurate, concise, and up-to-date;
- Meet reporting requirements of funding agency;
- Ensure on-going day-to-day evaluation of project activities is consistent and appropriately achieved;
- Liaise, consult, and work effectively with the communities served;
- Promote, support, and maintain effective working relationships;
- Ensure the development and implementation of appropriate protocols and policies/procedures with First Nations and external agencies.

Human Resources:

Provide guidance, direction, and support to department staff.

- Provide leadership, guidance, support, supervision, and direction to teams and ensure understanding and alignment with organizational values, goals and priorities;
- Promote and support the well-being of staff by referring to appropriate resources;
- Ensure performance and supervisory expectations are clear and consistent;
- Monitor and address employee performance;
- Conduct performance review and fully involve staff in evaluating and planning to improve their job performances;
- Monitor and manage the attendance management process;
- Assist with staff development and recommend training opportunities;

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- Develop and lead supervisory conferences, team meetings, case reviews and/or observations of caseworkers to identify ongoing strategies to meet the team's ongoing development and training needs;
- Establish and sustain a work environment that promotes and rewards optimal performance, an ongoing commitment to excellence and the adoption of strength-based cultural practices;
- Support a culture of learning and professional development and ensure leadership development opportunities exist for staff;
- Ensure adherence to organizational policies, procedures, practices and standards;
- Provide guidance and support to Employees when investigating complaints and contentious issues;
- Approve staff attendance records, time-off requests and travel expense claims;
- Participate in recruitment of staff including assisting with screening, interviews, development of job descriptions and preparing interview questions;
- Ensure orientation of new staff;
- Conduct workload analysis and ensure complement of staff to provide services as necessary;
- Recommend human resources required for the department.

Financial Management:

Assist in the preparation and monitoring of the Agency's transition service plan and operating budget.

- Review and monitor financial and operational reports on a monthly basis for the Transition program;
- Approve expenditures which fall within the limit of authority, sign payment requests and process credit card purchases;
- Ensure financial policies and procedures are adhered to;
- Assist with the analysis and evaluation of all programs and services and overall operations.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions, and attitudes that are consistent with Agency's vision, mission and values;
- Ensure appropriate communication and consultation with the supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external stakeholders;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally, and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities, and other collaterals;
- Actively seek guidance from cultural staff on how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating the Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;

- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with the Agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Required undergraduate degree in Human Services, graduate degree an asset;

Minimum Experience

- Required five (5) years' experience at a senior level position within the child welfare system with working knowledge of the CYFSA, child welfare data elements, funding framework, and organizational service systems;
- Required five (5) years' experience working directly with First Nation communities in a research and/or consultation capacity;
- Experience in community engagement and development
- Experience developing budgets and writing and reviewing grant proposals
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation communities and structures
- Knowledge of local services available to children and families
- Knowledge of all relevant legislation including the Child Youth and Family Services Act, Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act and other relevant legislation, design and operation of various service delivery models
- Knowledge of North Shore First Nations

Special Skills

- Excellent leadership and management skills
- Excellent research skills
- Excellent interpersonal skills
- Excellent case management and coordination skills
- Excellent mediation skills
- Excellent conflict resolution skills and problem solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Excellent facilitation, coordination, assessment and planning skills
- Ability to lead and coach others utilizing a collaborative and strengths-based approach
- Ability to work independently and within a team environment
- Ability to facilitate strong inter-departmental relationships
- Ability to establish and maintain effective working relationships and develop strong, effective teams
- Ability to deal with difficult and conflicting situations
- Ability to use good judgment and consistently display a positive and helpful attitude
- Ability to take initiative and meet deadlines
- Ability to work flexible hours including unplanned overtime
- Ability to adapt to and manage change
- Ability to work with confidential and highly sensitive and personal information

- Proven ability to work with First Nation communities and people
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishnaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

The location for this position is to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Transition Prevention Manager will typically be in an office and community setting. The Transition Prevention Manager is frequently required to operate a computer, file and retrieve written documents and work over time when required or during emergency situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Project Manager will be required to travel to meetings in the province of Ontario.

Administrative positions can be mentally challenging. The administration of social work programs can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Transition Prevention Manager to high levels of tension when dealing with issues. The level of tension is usually moderate with high levels of tension occurring on occasions.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, Photocopier, Telephone, Cell Phone, Fax Machine.

SUPERVISORY RESPONSIBILITY

This position is required to supervise at least one (1) employee.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Chief Executive Officer, Director of Services, Protection and Resource Managers, Supervisors, co-workers and other staff.

External

The Transition Prevention Manager will interact with First Nation staff and community members, Children's Aid Societies, Ministry, Indigenous Services Canada and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date