



POSITION TITLE: Executive Director

TERM: Full Time

Report to the Board of Directors

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and those who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Job Summary

The Executive Director is responsible for the successful leadership and general management of the Agency according to the organization's vision, objectives, and strategic direction set by the Board. The Secwepemc Child and Family Services Agency is a child protection agency responsible for the development and implementation of a full complement of child protection services. The goal of the agency is to provide a family support program for the safety and well-being of children including community education and prevention programs along with integrated, multidisciplinary teams of service providers for treatment and prevention. The Executive Director is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's objectives. The Executive Director is a positive role model for the organization focusing on building effective working relationships with employees, community groups, funding agencies and other external contacts, requiring excellent communication and management skills.

Duties and Responsibilities

Operations & Programming:

1. Manages the efficient and effective day-to-day operations of the organization, including oversight of all programs
2. Develops a full range of programs in conjunction with the management team that are integrated, multi-disciplinary, creative and holistic
3. Conducts needs assessments, identifies gaps, and provides leadership to develop plans and priorities in creating programs to address the developmental requirements of the clients and community



4. Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of programs and services to community members
5. Acts as the organization's spokesperson, making presentations to government, media, affiliated organizations, etc.; develops communication strategy for public awareness of programs and events
6. Ensures legal compliance with all legislation related to the agency
7. Develops policies and procedures for the organization; with regular reviews and updates
8. Establishes systems and checks to ensure security of facilities and equipment, and creates a safe and healthy environment for employees
9. Ensures confidentiality of records and data
10. Raises the profile of the organization by engaging in public relations, networking and advocacy activities

Board of Directors:

1. Participates with the Board in the development of strategic plans, goals, and long range projects for the Agency
2. Develops an operational plan which incorporates goals and objectives aligned with the strategic direction
3. Creates an orientation process for Board members to ensure they have an understanding of their roles and functions
4. Identifies, assesses and informs the Board of internal and external issues that affects the organization (potential terminations, confidentiality breaches, conflict of interest and fraud for example)
5. Provides monthly reports to the Board that identifies progress against plans

Human Resource Planning & Management:

1. Oversees human resource/staffing plans; regularly involved in the recruitment and development of staff; has final approval for termination of staff
2. Addresses performance issues and acts as coach and mentor to develop employees; progresses through the disciplinary process as required
3. Provides leadership to the staff in establishing program and individual expectations; regularly reviews performance with staff
4. Takes an active role in developing and mentoring staff for more senior positions to ensure the Agency has employees ready for succession of key positions

Finance & Administration:

1. Oversees the general management of the organization's financial affairs ensuring the establishment and review of internal financial controls
2. Prepares a comprehensive annual budget with the senior management team to plan expenditures for all funding
3. Ensures budgets are approved and adhered to, in addition to reviewing cash flow and providing regular protection reports to the Board
4. Monitors purchasing, tendering and other financial transactions
5. Ensures regular reporting requirements are met to the Board and appropriate agencies by working with Finance to produce appropriate documentation
6. Identifies, researches, writes, and pursues funding proposals in partnership with program leaders
7. Writes official correspondence on behalf of the Board as required and acts as the main signing officer approving all expenditures
8. Manages information going out to the communities and regularly reports to community members to maintain sound relationships with the seven Bands with whom the Agency works
9. Responds to the needs and social problems confronting communities through redeployment of resources or development of new programs
10. Acts as a positive role model to clients their families, caregivers and community members
11. Other duties as assigned or required



The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

- Master's Degree in Social Work, or a related field

Competencies:

The Executive Director should demonstrate competence in some or all of the following:

- Accountability – holds self accountable for achieving goals and personal development; delivers on commitments
- Communicating information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- Leadership and Teambuilding – coaches for employee development and provides purposeful feedback for improved performance
- Quality – sets and attains quality standards that meet or exceed requirements
- Planning & Organizing – plans and organizes time effectively to meet goals and timetables visualizing needs for the future
- Adaptability – accepts change and guides team in implementing change after gaining full understanding of all factors impacting the decision
- Initiative - takes the initiative to identify new challenges or opportunities
- Problem Solving - uses critical thinking skills to solve problems thinking outside of the box
- Data Analysis - gathers, analyzes, and acts on information gathered as well as team and individual performance data
- Financial Impact - manages self and resources against plans and budget

Skills and Abilities:

- Knowledge of a wide range of legislation including an Act Respecting First Nations, Inuit, Metis Youth and Families, Child and Family and Community Services Act, Family Relations Act, Adoption Act, Forensic Psychiatry Act, Health Act, Infants Act, Mental Health Act, School Act, Young Offenders Act, The Indian Act, etc.
- Knowledge of the needs of neglected, abused and exploited children and about child development, trauma informed practice and family functioning
- Understanding of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the programs)
- Ability to work independently and build effective interpersonal relationships
- Ability to work collaboratively with the leadership team in the establishing of goals, and preparation of budgets and funding proposals
- Strong negotiation skills and knowledge of Federal and Provincial initiatives in relation to First Nation Agencies
- Skilled in working with families who may not want services
- Competent in the judicious use of the authority delegated to them for intervention on behalf of neglected, abused, and exploited children and their parents
- Familiar with court procedures and laws of evidence
- Familiar with procedures for preparing petitions, qualifying as expert witness and helping witnesses organize their testimony
- Knowledge of not-for-profit organizations and ability to work with a volunteer board
- Recognizes and respects all cultural diversity and has a knowledge of Aboriginal history, language, traditions, and culture



Experience:

- Three to five years of progressively responsible program management experience in the First Nations Social Service, groups, supplemented by business/management experience
- Minimum of five years of current experience in child and family services, including child protection
- Experience supervising and managing staff as well as developing and managing budgets

Requirements:

- Must be able to obtain and maintain a Criminal Records Check and include Vulnerable Sector Check
- Must be able to obtain and maintain a valid BC Driver's Licence

Working Conditions:

- Potential for violence in the workplace
- Travel to other related organization locations will be required
- May need to respond to rare after-hours or emergency calls
- Receives minimal supervision with occasional direction and very few checks of the work performed
- The Executive Director operates in a complex environment with a variety of stakeholders (clients, communities, provincial, federal and local government, police, schools, community, agencies and advocate groups) and must be able to professionally and respectfully represent the Agency with all parties

Directly Supervises

- Associate Executive Director, Chief Financial Officer, Director of Human Resources, Executive Assistant

SUBMIT COVER LETTER, RESUME, AND THREE REFERENCES

Lesley Dale – Executive Assistant

By 4:30 pm May 31, 2023

153 Kootenay Way, Kamloops, BC V2H 0E6

lesley.dale@secwepemcfamilies.org

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry.