



POSITION TITLE: Associate Executive Director

TERM: Full Time, Permanent

SUPERVISOR: Executive Director

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, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

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

Working closely with the Executive Director, the Associate Executive Director ensures that the mission and vision of the Agency aligns with its strategic direction set by the Board of Directors while ensuring Provincial, Community, and Agency standards are met. This position is also responsible for playing an important role in the Secwepemc Territory by engaging with Community Partners to ensure programs are delivered consistent with the strategic goals of the Agency.

The Associate Executive Director is responsible for ensuring that a high standard of client-based programming and service delivery is maintained while promoting Secwépemc Child and Family Services Agency's (SCFSA's) activities and interests within the confines of SCFSA's vision and mandate.

The Associate Executive Director reports directly to the Executive Director (ED) and assists with duties assigned by the ED. The position is responsible for providing confidential and executive level managerial, planning, strategic, and tactical implementation expertise to the Executive Director in supporting clinical decisions overseeing the management team.

The Associate 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 Associate Executive Director is responsible for providing exceptional leadership while acting as a positive role model for the organization, and focuses on building effective working relationships with employees, community groups, funding agencies, and other external stakeholders.

Main Office:

153 Kootenay Way, Kamloops, BC V2H 0E6
Ph: 250-314-9669 Fax: 250-314-9609



Qualifications

Education and Experience

- Has a minimum of 5 years of current experience in a senior role within a child and family services agency, some of that experience being directly related to child welfare;
- Has a Master's level degree in the Social Sciences or Family Law or an undergraduate degree in the Social Sciences with a minimum of 3 years in a supervisory role plus Leadership training;
- Knows and demonstrates ways to involve community in the everyday life of the agency;
- Holds experience in managing expansive budgets successfully;
- Experience in the First Nations Social Service, groups, supplemented by business/management experience;
- Has experience supervising and managing staff as well as developing and managing budgets
- Is C6 delegated or is willing to become C6 delegated under the CFCSA requirements.
- Experienced in AOPSI and child welfare practice models such as Signs of Safety;
- Is a leader with a track record of taking a strategic plan from beginning to successful completion;
- Has demonstrated experience in reporting to and accommodating a number of stakeholders;
- Is passionate about creating a model of practice and service that elevates families, honours but does not repeat the past and contributes to healing Nations and their people;
- Ideally speaks one of Canada's Indigenous languages;
- Is committed to a deeper understanding and learning about Secwepemc culture.

Skills and Abilities

- Knowledge of a wide range of relevant legislation;
- Knowledge of the challenges facing First Nations peoples;
- Proficient in the use of computer programs for word processing, databases, spreadsheets, email and the internet;
- Ability to work independently and build effective interpersonal relationships;
- Ability to work collaboratively with leadership teams in establishing goals, and preparation of budgets and funding proposals;
- Strong negotiation skills and knowledge of Federal and Provincial initiatives in relation to First Nation Agencies;
- 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 Secwepemc history, language, traditions, and culture.

Working Conditions

- Potential for violence in the workplace;
- Travel to other related organization locations will be required;
- May need to respond to after-hours or emergency calls.

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Conditions of Employment

- Must be able to obtain and maintain a clean Criminal Records Check;
- Must be able to obtain and maintain a valid BC Driver's Licence.

Directly Supervises

- Director of Operations
- Chief Financial Officer
- Program Managers
- Director Human Resources.

Pay Grade

Salary range from \$122,678.37 - \$156,562.04
An eligibility list may be created.

SUBMIT COVER LETTER and RESUME

Human Resources Department

hr@ secwepemcfamilies.org

Posted until filled.

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. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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