

# Fraser River Indigenous Society

## Job Posting

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<b>Program:</b>	<b>Fraser River Indigenous Society</b>
<b>Position:</b>	<b><u>Family Development Programs Manager</u></b>
<b>Contract:</b>	<b>Full Time</b>

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### **POSITION SUMMARY:**

The Family Development Program Manager is a dynamic individual who is self-directed, strengths based and passionate about Indigenous culture-centred family development programs and services. A demonstrated understanding of Indigenous history, cultures, traditions, socio-economic realities, and an ability to create cultural safety is required. Experience delivering Indigenous wise practices to family development programs and services is a key competency of this position. Some supervision for Housing support is also needed.

The Family Development Program Manager is responsible for leadership, development, implementation, program oversight and management of family support, access support, community support and circle programs according to contractual obligations and under the direction of the Executive Director. The Family Development Program Manager ensures planning, implementation and day-to-day operations of the programs is carried out in a professional and efficient manner with attention to confidentiality and in compliance with the FRIS mission statement, goals and objectives, policies, and philosophy.

**REPORTS TO:** Executive Director

### **QUALIFICATIONS:**

- University Degree in a related field with 2 years experience in a program manager role. An equivalent combination of education and related experience may be considered
- Assets include: CYC or FNCYC diploma or degree
- Experience and knowledge working with MCFD (protection and preservation)
- Experience and knowledge of issues related to family development programs and administration of MCFD contracts
- Experience and knowledge of housing supports (Reaching Home funding) and resources
- Knowledge of Indigenous community and their historical background
- Knowledge of trauma-informed practices
- Networking and public speaking abilities
- Demonstrated working knowledge of related community and provincial programs and support
- Experience in report writing and required contractual administrative duties

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- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management
- Microsoft Office, E-mail, Internet
- Valid Class 5 BC drivers' licence and own reliable transportation; willing to obtain business insurance and liability coverage
- Driver's Abstract required
- Criminal record check and review is a requirement of all employees of FRIS.
- Valid First Aid certificate within 90 days of employment

### **KEY RESPONSIBILITIES/DUTIES:**

The Family Development Program Manager performs the following:

#### Leadership

- Liaison with MCFD Team lead, social workers, and other family development programs
- Liaison with local housing support services and outreach needs
- Represent the agency programs locally
- Ensure that Indigenous knowledge, world views and values inform processes, systems, and day to day activities
- Represent FRIS at community activities and meetings to enhance the organization's community profile and learn about partners in the community
- Create a culturally safe environment for staff and families
- Foster effective teamwork with staff
- Represent the agency in developing program working procedures and protocols with MCFD and community partners
- Assist ED with administrative tasks as needed

#### Program Planning and Management

- Implement work plan for family development programs as set out in the work plan approved by the ED
- Oversee the planning, implementation and evaluation of family development programs and services
- Maintain program policies and procedures for each program and initiate change as needed
- Review forms and formats required for each program
- Monitor the day-to-day delivery of family development programs and services to maintain and/or improve quality

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- Teach and support staff to write required narrative family progress reports
- Responsible for collecting and reporting information required for MCFD
- Ensure that the operation of programs meets the expectations of families served, the ED, Board and MCFD
- Maintain a record and information system/file management system
- Develop and maintain referral, intake, assessment and waitlist management systems and tools.
- Ensure that personnel and client files are securely stored, and privacy/confidentiality is maintained

### Human Resources Planning and Management

- Implement human resources policies, procedures and practices and develop/revise job descriptions
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff
- Ensure that all staff receive an orientation to FRIS and that appropriate training is provided
- Monitor the performance of staff on an on-going basis and conduct annual performance reviews
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary, using appropriate techniques; release staff when necessary, using appropriate and legally defensible procedures as approved by ED

### Financial Planning and Management

- Work with ED to prepare program budgets
- Approve expenditures within the authority delegated by the ED and Board
- Administer program funds according to the approved program budgets and monitor the monthly cash flow of the programs.
- Provide the ED with comprehensive, regular reports on the expenditures of the programs

### Community Relations/Advocacy

- Communicate with stakeholders to keep them informed about programs and services and to identify changes in the community served by the Society
- Establish good working relationships and collaborative arrangements with community partners to help achieve the goals of FRIS programs and services

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The Programs Manager should demonstrate competence in the following:

- *Adaptability*: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Behave Ethically*: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of FRIS.
- *Build Relationships*: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of FRIS.
- *Communicate Effectively*: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- *Focus on Client Needs*: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within FRIS's parameters.
- *Foster Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead*: Positively influence others to achieve results that are in the best interest of FRIS.
- *Make Decisions*: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of FRIS in consultation with the ED.
- *Organize*: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

WORK LOCATIONS: Maple Ridge/ Pitt Meadows

Please email your cover letter and resume attention: HR Committee to: [hr@franas.org](mailto:hr@franas.org) or [executivedirector@frisociety.ca](mailto:executivedirector@frisociety.ca)

Under Section 25 of the Constitution Act and Section 16 (1) of the Canadian Human Rights Act FRIS will give preferences to Indigenous peoples. Only short-listed candidates will be contacted