



**NE-CHEE FRIENDSHIP CENTRE
Requires a
Bail Residency Program Manager
Full Time Position**

The Ne-Chee Friendship Centre requires a highly skilled individual with the demonstrated ability to work independently as well as part of a team. The Manager of the Indigenous Bail Residency Program is responsible for the administration and operation of the residence, as well as supervising the staff and any students who work in the residence. This is a position under the direct daily supervision of the Executive Director and to the policies and directions as determined by the Board of Directors of the Friendship Centre.

The overall goal of the Indigenous Bail Residency Program is to provide surety for those going through the Bail Supervision Program and to establish a holistic aftercare program for those within the residence.

RESPONSIBILITIES

- Provide case management support for staff, this includes managing the scheduling and filling of shifts and may include stepping in to take shifts when required
- Provide crisis intervention and deal with urgent and emerging matters of the Indigenous Bail Residency Program while keeping the Executive Director fully apprised
- Proactively deal with staff issues and residential issues to ensure problems are looked after quickly and efficiently
- Work collaboratively with the Bail Supervision & Verification Program
- Collect up-to-date statistics regarding residents served on a monthly basis for information purposes
- Provide one-on-one life skills counselling and support for residents, as needed, in order to assist them with reintegrating into society
- Ensure each residents' Plan of Care is maintained on a bi-weekly basis to ensure needs are met

QUALIFICATIONS

- Post secondary degree or diploma in Social, Health or Human services; or relevant accredited training combined with several years of related work experience
- Previous experience working with Indigenous persons and community organizations
- Practical knowledge of Indigenous values, traditions, culture, and practices
- Excellent communication skills, both written and verbal
- Proven time management skills, and ability to manage multiple projects and priorities
- Highly organized and able to work with minimal supervision to meet deadlines
- Able to speak Ojibway or Oji-Cree is an asset
- Computer literacy is essential
- Valid driver's license and access to a reliable vehicle
- First Aid/CPR training a definite asset
- Positive attitude & capacity to act as a healthy lifestyle role model

*** A Current Vulnerable Persons Check will be required upon offer of employment**

DEADLINE: Friday May 24, 2019 4:30 p.m.

Please submit your **resume** along with a **cover letter** & **three references** to: **Ne-Chee Friendship Centre** - P.O. Box 241, 326 2nd Street South, Kenora, ON P9N 3X3 Fax: (807) 468-5340 E-Mail: reception@nechee.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged. **Applications that do not include cover letter, resume and references will not be considered.**