



ANISHINAABE ABINOOJII FAMILY SERVICES

EMPLOYMENT OPPORTUNITY – External Posting

Resource Manager -Prevention

Contract Position until March 31, 2024, with possible extension

Location –Kenora

POSITION SUMMARY:

The Resource Manager is a full-time contract program position. The Resource Manager directs all team functions. The Resource Manager supervises and coordinates the efforts of a team of staff to ensure their efforts culminate in meeting the service objectives of the unit and standards set by regulation. The Resource Manager is a member of the Management Team.

QUALIFICATIONS

- MSW with three (3) years experience is preferred; however, a combination of related education, experience and skills may be considered
- Knowledge of Customary Care and the philosophy of service delivery, the communities and family structure, as well as local First Nation customs and traditions
- Knowledge of the administrative structure and operations of AAFS including the service delivery model, policies, procedures, guidelines and protocols
- Participates in staff recruitment, orientation, promotions, salary changes, position description reviews, training, discipline, and terminations
- Provides regular, consistent supervision and completes written performance evaluations
- Develops and maintains an effective team process by scheduling regular team meetings
- Provides effective discipline of staff and consults with the Director of Services before any major disciplinary action is taken
- Conducts periodic reviews of case files and ensures supervisory approval for all major service delivery decisions;
- Approves all program expenditures as set out in the budget, including staff expense claims
- Analyses and documents service needs and resource requirements in consultation with Elders, community leaders and other community stakeholders
- Prepares quarterly narrative and statistical reports regarding services delivery and procedures, caseloads, accomplishments, and work plans
- Establishes and maintains purposeful relationships with Elders, community leaders, clients, co-workers, community service providers and other tribal agencies
- Committed to ensure highest level of confidentiality at all times
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- Must possess a valid Ontario G Driver's License, be willing to travel and provide Driver's Abstract, and
- Ability to speak Ojibway is preferred and a definite asset.

WORKING CONDITIONS:

Include, but not limited to, working in high stress social settings, working with potential aggressive clientele, volatile sociopolitical environments, being called out with no notice to emergency situations, prolonged sitting and driving to semi-remote Anishinaabe communities on rough and winding class "C" roadways and in various weather conditions, exposure to diverse living conditions and community environments and different sociocultural milieus.

AAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.

Salary Range: \$70,256- \$86,164 per annum

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Internal and/or Indigenous applicants. Please self-identify upon applying.

AAFS welcomes and encourages applications from peoples with disabilities and will provide accessibility accommodations as part of the application process upon request.

Applicants resumes may be used to create a qualified candidates list for recruitment of other positions within our organization.

IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER QUOTING FILE #RMP2023OUF to:

Manager of Human Resources c/o 20 Main Street South, Kenora, Ontario P9N 1S7 Fax: (807) 548-1345 or
by **E-mail:** AAFS.HumanResources@aafs.ca

DEADLINE TO SUBMIT APPLICATION IS: Open Until Filled