**EMPLOMENT OPPORTUNITY**

**Director of Eagles Nest Family Shelter**

**and Adult Addiction Treatment Centre**

**(1 Year Term)**

**Job Summary:**

Under the direction of the Executive Director for Stoney Health, the Director will be responsible for the 24/7 operation and daily function of the Eagle’s Nest Stoney Family Shelter and Adult Addiction Treatment Centre. The shelter provides safety and support for abused women and their children. The Addiction Treatment Centre is new initiative of Stoney Health Service’s. The Treatment will provide safe, intensive, structured, personalized, elective and culturally-adapted live-in treatment services on the Stoney Nakoda Nation adults (18 years and over):

**Tasks, Duties and Responsibilities:**

**Operations**

* Development, coordination, and evaluation of the crisis counselling, child support, and outreach programs operated by the shelter. Ensuring that such programs are congruent with the mandate of the shelter.
* Strategically plan goals, objectives and activities of the shelter
* Ensure staff are providing support to clients regarding crisis intervention, risk and danger assessments, supportive counseling, and referrals
* Ensure the efficient day to day operations of the shelter and the treatment centre
* Ensure sound financial management
* Ensuring adherence to the INAC/FNIHB funding agreement terms and conditions and reporting requirements
* Negotiate funding for the programs and operations of the shelter and treatment centre.
* Write proposals as necessary for additional funding
* Work closely with funding authorities, other partnering organizations, and agencies
* Coordinate staffing in the programs by ensuring all shifts in each program is covered on a regular basis.
* Create a positive working team environment
* Liaison with related service agencies, organizations, government bodies, and educational institutions as required for effective programming

**Budget**

* Assists in the development, administration, and monitoring of the approved budget
* Reviews and monitors expenditures in accordance to budget and/or contracts and ensures that the program works within the allocated resources of the budget

**Business and Operational Planning**

* Partner with the Executive Director on development and implementation of comprehensive business plans, annual objective and organizational effectiveness strategies

**Staff Supervision**

* Manages a multi-disciplinary team environment
* Provides leadership and management to the staff by supervising, coaching and mentoring
* Assesses the competencies of staff and identifies strengths and areas for development by creating individual performance plans that identifies individual performance goals
* Encourages and support staff to explore and utilize areas of development as identified in their performance plan
* Ensures personnel administration is in accordance regulations, policy, and acts

**Communication**

* Facilitate the Eagles Nest Family Shelter Committee, occupational health and safety committees.
* Provide timely reporting when requested

**Education, Skills & Qualifications:**

* A minimum of post-secondary education in a health profession. Related master’s degree in a health discipline preferred
* A demonstrated clear pattern of professional and personal development.
* Registration with an Alberta Regulated Health Profession preferred.
* 5-7 years’ progressive leadership experience in an organization of significant size, complexity, and diversity.
* Demonstrated record of achievement as a manager, including extensive experience in improvement and innovation of services provided in a diverse health and social setting.
* Practical experience in strategy, policy development, project and program management.
* Uses strategic thinking, taking into account long-term goals assessing options and implications.
* Demonstrated ability to lead change and create innovative solutions for complex and diverse issues.
* Ability to manage diverse human, financial and physical resources within a complex environment.
* Strong organizational skills, client-focused orientation and commitment to providing long-term quality services.
* Experience working with First Nations communities and leadership
* Experience in community engagement or consultative processes.
* Knowledge of the principles and processes related to quality improvement.
* Knowledge of project and change management processes, project development, and implementation.
* Ability to work independently and to take initiative to achieve outcomes with the highest degree of integrity and accountability.
* Flexibility in working schedule to manage 24/7 shelter
* Excellent written and verbal communication skills
* Excellent computer skills in Word and Excel
* Honest, reliable, and confident in work and patient with others
* Ability to work in a team environment as well as work independently
* Must possess excellent organization skills
* Must be able to maintain confidentiality
* Able to adhere to deadlines
* Ability to speak Stoney considered an asset
* First Aid/CPR certificate an asset

**Employment Conditions**

* Proof of criminal record check
* Child welfare check
* Valid Driver’s license and provide driver’s abstract
* Personal vehicle required for daily work-related activities

**Working Environment**

* Office Setting
* High stress, fast paced environment

**Hours of Work**

* 35 hours per week (Monday to Friday)
* Available after hours and holidays

**Interested Applicants may submit their cover letter and resume on or before MAY 15th 2021 to:**

**Stoney Tribal Administration**

**C/O Stoney Nakoda Human Resources**

**Fax: 403-881-2766 or Email:** **employment@stoney-nation.com**

**We thank all interested applicants, however, only those who meet requirements will be contacted for an interview**