



## WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

**Job Title: Social Services Director**  
**Department: Social Services**  
**Status: Full-time Permanent**  
**Closing Date: March 3<sup>rd</sup>, 2021**

**Wage Range: \$94,000-\$110,000**

### Position:

The Social Services Director will serve in a leadership administrative role to provide coordination with the delivery of services for the Enodmaagejig Social Services to the Walpole Island First Nation (WIFN) community. The Social Services Director is responsible for: administrative office services including accounting, safety and security, and public relations; office services in the Social Services building including clinical supervision and direct supervisory service. The Social Services Director will support cooperation and networking with other service teams to insure that all services are delivered in accordance with appropriate federal and provincial legislation and with Walpole Island First Nation philosophy, policies and regulations.

### Requirements:

#### EXPERIENCE:

- Minimum 5 years experience as administrative officer in a social services field
- Minimum 3 years experience in program planning
- Minimum 5 years experience working with/for a Native community

#### EDUCATION:

- Masters degree in the Human Services or related field
- May consider Bachelors degree in the Human Services or related field with minimum 10 years relevant experience

### Responsibilities:

Under the supervision of the Director of Operations, the duties and responsibilities of the Social Services Director include, but are not limited to, the following:

- Promote Community understanding of current social service issues.
- Ensure activities are publicized and accomplishments are acknowledged in an appropriate manner.
- Ensure cultural knowledge is incorporated into programming.
- Responsible for file management in accordance with program requirements. Assist with social service coordination in a way that reflects the Team's goals and mission statements.
- Responsible for the planning, coordination, and delivery of quality administrative services. Determine priorities and establish a viable, reasonable and practical work schedule.



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- Responsible for preparing agendas and ensuring minutes are recorded at relevant meetings such as Team Leader Meetings, Staff Meetings, Social Service Committee meetings, etc.
- Produce correspondence, reports, financial spreadsheets, forms, purchase order requisitions and other documents.
- Maintain a financial tracking system for department expenditures.
- Ensure that reconciliation discrepancies are resolved and appropriate journal entries are made within the WIFN finance department.
- Assume financial accountability for departments.
- Ensure that department payroll submissions and the summarization/maintenance of staff information such as wages & benefits, yearly increments, staff leave, sick/comp payouts, etc is completed.
- Ensure appropriate policies and procedures are in place and implemented. Ensure program planning is coordinated with other service teams and agencies.
- Demonstrate good judgement in the release of information to agencies or individuals requesting it.
- Coordinate working relationships with outside agencies and ensure that protocols are in place to interface with our social service delivery system. Promote and maintain good public relations with outside agencies, other WIFN programs and services, governmental organizations, and the general public.
- Cooperate with other community programs and outside agencies in planning, coordinating and implementing joint initiatives and community development activities and teambuilding initiatives.
- Liaise with ministries/government agencies relating to program funding.
- Ensure government legislation requirements are met in program delivery. Assist the Director of Operations to ensure the program facilities are safe and fully operational for staff and clients.
- Prepare and submit program activity reports as required to the Director of Operations.
- Serve as a communication link between the Chief and Council, Director of Operations, WIFN administration, the social service departments, and Social Services Committee.
- Provide direction to Enodmaagejig Social Services Staff



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### How to Apply:

Please submit your resume and cover letter describing qualifications above to:

Walpole Island First Nation  
Human Resources  
Mail: 117 Tahgahoning Rd,  
Wallaceburg, ON  
N8A 4K9

or

Fax: 519-627-5915

or

Email: [Careers@wifn.org](mailto:Careers@wifn.org)