



Executive Director - Job Description

OGWADENI:DEO
EXECUTIVE DIRECTOR OGD-25-R001-021
Full-Time

Applications will be received by Ogwa:de:ni:de:ni From **December 11, 2025 to 4:00 pm on January 16, 2026**, for the **EXECUTIVE DIRECTOR** position with Ogwa:de:ni:de:ni.

Ogwa:de:ni:de:ni offers:

100% employer Paid Benefits with Greenshield as our provider our plan includes
Extended Health single and family coverage
Life and Dependent life Insurance
\$ 1,500.00 Annual Health Care Spending Account
100% paid Employer Long Term Disability with Desjardins as our provider
Vacation plans starting at four weeks with recognition of years of service from previous Child Welfare experience
14 additional designated paid days
Industry leading wages with recognition of previous position experience
OMERS Defined Benefit Pension Plan

The Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through Ogwa:de:ni:de:ni website [Get Involved – Ogwa:de:ni:de:ni \(ogwadenedeotco.org\)](http://ogwadenedeotco.org).

NO LATE APPLICATIONS ACCEPTED

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted

JOB SUMMARY:

As the most senior member of the Ogwa:de:ni:de:ni Management Team and as the “local director” under the Ontario Child, Youth & Family Services Act (CYFSA), the Executive Director provides leadership to the Senior Management Team in ensuring a strong service vision; developing standards, policies and procedures consistent with the agency’s mission. The Executive Director is responsible for ensuring a culturally appropriate, efficient, effective and accountable Child and Youth Protection Program, operated within the parameters set out in Ogwa:de:ni:de:ni Framework Policy, the agency Code of Practice while complying with all relevant legislative and regulatory requirements.

Type	Full Time
Closing Date	January 16, 2026
Term:	Permanent
Hours of Work	35 hours per week
Wage	TBD – Based on Experience

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BASIC QUALIFICATIONS:

Mandatory Requirements

- Must have Master's degree in social work or
- Master's degree recognized by the Ontario College of Social Workers and Social Service Workers that meets or exceeds the minimum of 40 per cent course credits in liberal arts, humanities, and social sciences.
- Minimum 10 years' experiences in progressive leadership roles which has included child welfare exposure, and
- at least 7 years in a senior management role and working with Indigenous children and families.
- Must have an indigenous world view and lived experience in an Indigenous – preferably Haudenosaunee community.
- Must possess a valid Ontario class "G" driver's license
- Required to be the principal driver of a vehicle for use on Pre-Designation/Designation business
- Must submit a favourable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Must be Ojibwe in preference to other applicants

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope for the attention of **Joanna Miller, Executive Assistant** and mail to or drop off at:

OGWADENI:DEO
EXECUTIVE DIRECTOR OGD-25-R001-021
Full-Time
c/o Reception Desk Joanna "Nikki" Miller, Executive Assistant
2469 Fourth Avenue
Ohswegen, Ontario N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:00 pm

Method # 2: EMAIL SUBMISSION

1. Please ensure all required documents are provided/uploaded with your application package, which include:
 - Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - Copy of your education diploma/degree/certificate and transcript.
2. Please email application package to **David Walpole**, Manager of Human Resources at david.walpole@ogwadenideotco.org
 - Please ensure the job title and posting number are in the subject line.
1. If you have any questions or need assistance please reach out to David Walpole, Human Resources Coordinator at 519-445-1834 or via email at david.walpole@ogwadenideotco.org

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Title of Immediate Supervisor:	Ogwadeni:deO Community Commission	Team:	
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Mission

We are dedicated to assume our responsibilities for taking care of children in partnership with the community:

- **By strengthening families through healing at home and in the community,**
- **By practicing client centered approaches,**
- **By honouring the family of origin,**
- **By valuing, upholding and bringing forward Ogwehon:we/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and**
- **By respecting the expertise within the community.**

Purpose of the Role

As the most senior member of the Ogwadeni:deO Management Team and as the “local director” under the Ontario Child, Youth & Family Services Act (CYFSA), the Executive Director provides leadership to the Senior Management Team in ensuring a strong service vision; developing standards, policies and procedures consistent with the agency’s mission. The Executive Director is responsible for ensuring a culturally appropriate, efficient, effective and accountable Child and Youth Protection Program, operated within the parameters set out in Ogwadeni:deO Framework Policy, the agency Code of Practice while complying with all relevant legislative and regulatory requirements.

Major Position Responsibilities

RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH

- Developing and implementing strategic plans that align with the Six Nations community vision to engage with and support our children and families.
- Communicating and maintaining trust relationships with staff, collateral organizations and community members.
- Overseeing the organization's financial performance to ensure we meet service targets and deliverables, and manage our budget responsibly.
- Delegating and coordinating responsibilities to ensure staff members and departments work together to support and respond to the needs of children and families
- Reporting to the Ogwadeni:deO Commission on organizational activities, financial status, and progress towards strategic goals.
- Evaluates Ogwadeni:deO effectiveness in responding to the needs of the Six Nations community, working with senior staff to develop and coordinate programs which meet the identified needs in the most effective way possible.
- Ensures an on-going monitoring/review and evaluation of Ogwadeni:deO in terms of quality assurance and continuous quality improvement to ensure compliance with standards and legislation to keep children and youth safe.
- Ensures the development or modification of policies and protocols to reflect updated legislation and service standards.
- Works directly with the Ogwadeni:deO Commission to advise on all matters affecting the operation of the agency; acts as a spokesperson for the agency, attends all Ogwadeni:deO Community Commission meetings, provides guidance, reports on trends, issues and serious occurrences
- Responsible for the recruitment, selection and hiring of senior team members as part of the hiring committee
- Ensures the coordination of the 24/7 child and youth protection activity of the highest quality
- Assists the Ogwadeni:deO Commission with recruitment, orientation and training of new members of the Commission

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- Provides direct supervisory responsibility for the entire senior management team, including completion of performance appraisals and annual reviews and updating of the respective position descriptions, oversees the development of individual work plans consistent with the annual operational work plan and identified training needs of the senior team based on performance appraisals.
- Ensures full and efficient coordination between service delivery teams
- Collaborates with the senior management team to prepare an annual service plan for Ogwadeni:deo Commission review and approval and submission to Ministry of Child and Youth Services (MCYS)
- Ensures a review of the Annual Operations Plan with the Ogwadeni:deo Annual Expenditure Plan for approval by the Ogwadeni:deo Commission, and SNGREC to submit to the Ministry of Child, Youth & Family Services (CYFSA)
- Develops a plan to recruit, train and retain well qualified staff to support the needs of our children, youth and caregivers.
- Ensures an annual review of personnel policies to ensure that they remain consistent with current employment standards, service delivery principles and evolving operational requirements.
- Approves required staffing actions and coordinates hiring with the assistance of the Manager of Finance and Personnel
- Ensures that safe and adequate office and program facilities, necessary equipment and other needed resources exist, are inventoried and are properly maintained.
- Ensures the preparation of the Annual Expenditure Plan for Ogwadeni:deo Commission review/approval and authority to submit to Ministry of Child, Youth & Family Services (CYFSA)
- Directs financial resource negotiations with provincial ministries and/or federal departments and/or other sources of funding
- Monitors, in consultation with the Manager of Finance, the processing of expenditures against the approved budget and the completion of the annual audit
- Directs the establishment and maintenance of standard procedures for approving expenditures
- Approves all expenditures within the limits of the approved annual budget and ensures that required Ogwadeni:deo Commission approval is obtained for expenditures beyond that limit
- Ensures that agreements are in place regarding any required payments for purchased services (caregiver, legal, client assessment, management consulting, etc.) and that payments, per agreements, are made in a timely fashion
- Ensures that required financial and statistical reports are prepared and submitted to the Ogwadeni:deo Community Commission for approval and subsequently submitted to the funders according to established guidelines
- Establishes and maintains regular communications with other service providers pertinent to sharing general information, sharing ideas about effective protective interventions and service delivery and encouraging maximum coordination of program services
- Establishes protocols respecting such matters as: referral, information-sharing, confidentiality, case conferencing, service availability, care/support planning, police involvement, role and involvement of protection program staff in service provision by other agencies
- Contracts for specific services from other community-based programs and external agencies as required by clients
- Consults with other agencies in order to remain current to developments in the field and while caring for children from other First Nations
- Participates in public forums, including the media, to communicate the responsibilities and practices of Ogwadeni:deo to develop and maintain public support
- Promotes/supports Ogweho:weh traditions and values within the community while ensuring the development of policies; proposing changes to applicable provincial and federal legislation (i.e. through exemptions) that will better support them
- Seeks advice from the Ogwadeni:deo Commission in relation to issues that arise

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Knowledge, Experience & Skills Required

Basic/Mandatory Requirements

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- Minimum 10 years' experiences in progressive leadership roles which has included child welfare exposure and, at least 7 years in a senior management role, and working with Indigenous children and families.
- Must have an indigenous world view and lived experience in an Indigenous – preferably Haudenosaunee community.
- Must possess a valid Ontario class "G" driver's license
- Required to be the principal driver of a vehicle for use on Pre-Designation/Designation business
- Must submit a favourable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Must be Ogweho:weh in preference to other applicants

Knowledge Requirements

- Must be thoroughly familiar with the relevant legislation, regulations and guidelines
- Must be knowledgeable respecting Six Nations' cultures and of the cultures of families of other First Nations who reside in the designated service delivery area
- Must have extensive knowledge of the range of methods and techniques involved in both traditional approaches to helping as well as contemporary social service work strategies

Ability Requirements

- Relates to and communicates effectively with community members in general and with children, youth and families facing difficulties, as well as all other internal and external stakeholders
- Effectively analyze information and plan, implement, monitor and evaluate programs and procedures
- Use computer software (word processing, spread-sheeting, data bases, communications) in day-to-day operations
- Effectively manage financial matters

Specific Working Conditions & Requirements

- Positions in the field of Ogwadeni:deo, traditional Child protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of stress when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasion. This position can involve considerable mental and emotional stress, involving interactions with highly sensitive and confidential issues and involves accountability for significant financial resources. The position is subject to an environment that may involve physically dangerous situations. It is the expectation that the worker will conduct themselves within the Ogwadeni:deo Code of practice in exhibiting the values and qualities, Compassion and Kindness, respecting one another, working together, assisting one another, self-reflection on actions taken, taking responsibility, encouragement, honest and moral conduct, being truthful and consistent and peaceful thoughts and actions.