



Employment Opportunity
EXECUTIVE DIRECTOR
Reference No: LS-ADM-ED-0815

Purpose: Cowichan Tribes seeks an Executive Director for Lalum'utul' Smun'eem Child and Family Services. The incumbent will report to the Cowichan Tribes General Manager and will have the authority and responsibility to direct all Agency operations, budgets, staff and programs in accordance with Cowichan Tribes policies and procedures, the Child Family and Community Service Act (CFSCA), the Adoptions Act, and Aboriginal Operational and Practice Standards and Indicators (AOPSI). The incumbent will be accountable for ensuring that provincial standards are met for Delegation, Case Review, and Case Practice Audit. In particular, the Executive Director is responsible for leading the agency and representing the agency with community members, funders and government agencies, primarily Aboriginal and Northern Affairs Development Canada (AANDC) and the Ministry for Child and Family Development (MCFD).

Responsibilities:

- Develop, manage and deliver C-6 delegated services as defined by the *CF&CS Act* and guided by the policy parameters defined by the Aboriginal Operational and Practice Standards and Indicators; Develop and manage Adoption services as per the Adoptions Act.
- Implement systems and policy to address client confidentiality, information sharing, information management, caseload guidelines, and contracted services;
- Negotiate funding, develop budgets and manage resources to ensure program success and expand scope of organization; Establish Protocol and Service Agreements with MCFD, RCMP, regional schools & hospitals, other First Nations Child and Family services and ancillary agencies including internal departments;
- Implement and evaluate systems to monitor, review and evaluate standards of practice and effectiveness, efficiency and economy of programs; Uphold Human Resources standards in accordance with the Cowichan Tribes Human Resources Policy and Cowichan Tribes' Financial Law;
- Maintain rigorous, culturally sensitive training founded on the Aboriginal Operational and Practices Standards to ensure quality social work practice;
- Manage quality assurance with respect to adoption and permanency planning;
- Review and analyze practice complaints, concerns and issues presented by clients, external advocates and regional staff to identify remedial solutions to avert future similar occurrences.

Required Education and Experience: *(please attach all corresponding documents)*

- MSW, MA in Child and Youth Care or Social Sciences, Med. in Counseling OR an equivalent combination of education and experience, having completed a practicum in family and child welfare;
- 7-10 years of experience working in child welfare
- 7-10 years of experience in a senior management capacity providing leadership and direction in a multi-disciplinary team;
- Clean Criminal Record Check and/or Criminal Records Review Act (CRRA) check, security screening requirements of the BC Public Service and/or security screening checks as required by the Ministry.

Required Skills, Knowledge and Abilities:

- Experience in implementing strength based frameworks to practice;
- Excellent analysis, planning, negotiation, and interpersonal skills;
- Excellent financial planning, management and cost control knowledge and skills;
- Excellent presentation, public relations, oral, written, and interpersonal communication skills;
- Ability to oversee and ensure goals and objectives of the agency; Ability to deal tactfully and with cultural sensitivity to emotionally charged client issues and manage crisis and emergency situations;
- Extensive knowledge of *Family and Child Services Act* legislation, practices, standards and policies;
- Excellent knowledge of First Nations issues
- Knowledge of Aboriginal social services organizations and delivery methods, procedures and practices;
- Knowledge of Cowichan culture, customs and traditions or experience in a cross cultured work environment
- Intimate knowledge of providing community-based programs (not limited to): family support, child and youth mental health services, youth justice supervision services, child protection, early childhood development and services to children in care, guardianship, permanency and adoption planning for children permanently in care, services to strengthen and preserve families;
- Ability to travel and work evenings/weekends;

**Please refer to Reference No. LS-ADM-ED-0815
when submitting your cover letter, resume, and three references to:**
Human Resources Manager, Cowichan Tribes, 5760 Allenby Road Duncan, BC V9L 5J1

EMAIL: resume@cowichantribes.com

WEBSITE: <http://www.cowichantribes.com>

DEADLINE: 4:00 p.m. Friday September 4, 2015