



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

POSITION TITLE: Community Services Manager
DEPARTMENT: Community Services Division
SUPERVISOR: Executive Director of Member Services
TERMS: Full Time, Permanent
REFERENCE #: 2021-154

PURPOSE OF POSITION:

The Community Services Manager is responsible for the professional expertise, program direction, planning, and operational implementation for the short and long-term development of the Community Services Division within the TteS. This includes the coordination, direction, and implementation of programs and projects that support Community Services. This position oversees program administration including development of programs, annual budgets, negotiating, contract management, supervisory, among other aspects to ensure the successful management of the Community Services Division for the TteS.

DUTIES AND RESPONSIBILITIES:

- **Develops and implements short-term and long-term strategic plans, programs, and budgets to ensure the appropriate management of the Community Services Division within TteS. (80%)**
- Oversees all activities and monitors projects and programs and liaises with external agencies and institutions as required.
- Uses expertise to make decisions and positively impact the Community Services department services.
- Oversees Indigenous Services Canada grant submissions and other related funding, finalizes and signs all applications and reports on behalf of the Band under this program.
- Coordinates joint projects, special and ongoing projects ensuring efficient service delivery and communication regarding the Community Services Department.
- Works with Committee members, Chief & Councillors, volunteers, and staff as may be hired from time to time to carry out projects and programs for the Community Services Department.
- Responds to all rules on all concerns and appeals issued to the department and refers all appealed decisions to Executive Director of Member Services.
- Prepares the annual Community Services Department's budget.
- Provides staff with professional and technical support and coordinates the personal and professional development of staff.
- Approves all supplies and equipment for the Community Services Department.

- Chairs all department meetings and keeps staff informed on guidelines and policies established by TteS, and provides updates on any Board Representations, ISC, FNHA, legal, regulatory or policy changes implemented by government.
- Supervises staff and participates in human resources activities.
- Participates on committees and various Boards as a Community Services expert and representative of TteS.
- Ensures the Secwépemc culture and history are reflected in aspects and functions of the department.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.

- **As a member of the Management team, the Community Services Manager participates in management and administrative meetings as required to contribute to the overall sound management practices of TteS. (15%)**

- Assist in the development and implementation of policies, procedures, administration activities.
- Educate and share information with staff and management on Community Services plans and policies.
- Liaises between departments and ensure organizational strategies are aligned and implemented accordingly.
- Research, write, submit, and present business cases & briefing notes to Chief & Council with informed recommendations on implementing revised and/or new policy decisions.
- Consider efficiencies where appropriate.

- **Other related duties as required. (5%)**

Professional Certification, Education and Experience:

- Bachelor's degree in health sciences or social sciences with strong management experience and five years directly related experience or an equivalent combination of education and experience.
- Must have demonstrated experience and/or education in program administration, supervision and successfully managing a budget.
- Oversees a large department and manages a multi-million-dollar budget, therefore effective financial and personnel management proficiencies are essential.
- Must have a current valid class 5 BC Driver's License and clean driver's abstract
- Must pass Vulnerable Persons Criminal Record Check.

Skills and Abilities:

- Demonstrated ability to coordinate and manage concurrent activities and allocate resources appropriately.
- Strong knowledge of program administration.
- Strong knowledge of Interior Health Authority, FNHA, MCFD, ISC funding requirements, etc.
- Strong organizing, planning, and coordinating skills.
- Ability to organize and maintain records and reporting documents.
- Able to communicate effectively.
- Demonstrated experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Demonstrated experience and ability to plan, organize, coordinate, and lead a diversity of projects simultaneously.
- Strong ability to develop, monitor, report and implement program budgets.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.
PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is December 5, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.