



Swampy Cree Tribal Council requires MANAGER OF SOCIAL DEVELOPMENT

Swampy Cree Tribal Council has an opening for a Manager of SOCIAL DEVELOPMENT.

Position Summary:

The Social Development Manager under the direction of the Executive Director is responsible for the Management of all Social Development programs and advisory services to the SCTC First Nations including the supervisory of the Social Development Advisor and Administrative Assistant. The Social Development Manager must have an understanding of the SCTC First Nations Social Assistance programs, services, policies and funding as well as ISC program services and reports. The incumbent will have strong communication, leadership, supervisory, planning and organizing skills. Must have good proposal writing skills, have creative and innovative thinking, good decision making and judgement, coaching and mentoring, good time management skills and be able to work as a team member.

Responsibilities:

- 1) Manages and directs the planning and programming functions of the Swampy Cree Tribal Council (SCTC) social development department.
- 2) Develops monitors and administers budgets, capital and operation and maintenance funding.
- 3) Develops and directs social development programs in accordance with government programs, annual assembly motions, board directives and SCTC member first nations' initiatives.
- 4) Supervises, directs and evaluates staff performance in accordance with established personnel policies and procedures.

Requirements:

- 2 Years Business Administration Diploma or a combination of education and experience in the area of Social Services.
- Strong Project Management skills/experience
- Superior leadership abilities & time management skills
- Strong Communication skills
- Knowledge/experience of the social development programs
- Knowledge of Family Violence Programs
- Knowledge of DISC Programs (Department of Indigenous Services Canada)
- Desire to live and work in The Pas/OCN area, Manitoba
- Valid driver's license and willing to travel to the first nations within SCTC Communities
- Ability to speak Cree would be considered an asset
- Knowledgeable of the Income Assistant Programs and AIS program
- Knowledgeable of Microsoft Office Suite, MS word, excel and PowerPoint, Microsoft Outlook.

Condition of Employment

- Must pass a criminal records and child abuse check
- Must be able to work overtime as required
- Must be able to travel
- Employee must sign a confidential and non-disclosure agreement upon employment

Deadline for applicants: Friday, August 5, 2022

We thank all who apply and advise that only those selected for an interview will be contacted. Interested applicants are invited to forward a resume and cover letter, including two (2) reference letters and a copy of a valid Manitoba Driver's License to:

**SWAMPY CREE TRIBAL COUNCIL
Attn: Karen Richards, I/Executive Director
Box 150, The Pas, Manitoba R9A 1K3
Telephone: 1-204-623-3423 Fax: 1-204-623-2882
Email: krichards@swampycree.com**

Late or incomplete applications will not be accepted