



Competition No.:	<b>2024-044R</b>
Position:	<b>Program Facilitator Supervisor</b>
Classification:	<b>SP5 Pay Scale: \$69,004.27 - \$93,676.30</b>
Conditions:	<ul style="list-style-type: none"><li>• Full Time – Dependent on Funding (Non-Unionized)</li></ul>
Department:	<b>Post Majority/Family Preservation Unit</b>
Location:	<ul style="list-style-type: none"><li>• <b>Based out of 470 Notre Dame Ave, Wpg</b></li><li>• <b>Mandatory travel to various Southeast communities</b></li></ul>
Closing Date:	<b>Open Until Filled</b>
How to apply:	<b>Email: <a href="mailto:hr@secfs.ca">hr@secfs.ca</a> Fax: 204-594-0499</b>

The Program Facilitator Supervisor, reporting to both the Family Preservation Manager and Post Majority Director, plays a pivotal role in overseeing the development, implementation, and evaluation of culturally informed programming aimed at supporting families within Southeast communities. This position requires exemplary leadership skills, a deep understanding of Anishinaabe cultural values, and the ability to effectively manage a team of Program Facilitators. The Program Facilitator Supervisor will work collaboratively with various stakeholders to ensure the successful delivery of programs and workshops, while also fostering positive relationships within the communities served.

#### **RESPONSIBILITIES:**

- Supervise a team of Program Facilitators, providing guidance, support, and mentorship to ensure the effective delivery of programming.
- Collaborate with the Family Preservation Manager and Post Majority Director to develop comprehensive program plans that align with the cultural and community needs of the Southeast communities.
- Oversee and participate in the recruitment, training, and performance evaluation of Program Facilitators, ensuring adherence to organizational policies and procedures.
- Supervise and coordinate the scheduling and logistics of programs, workshops, and events, including venue bookings, transportation, accommodations, and procurement of necessary supplies.
- Monitor program activities and evaluate their effectiveness in meeting the needs of families, implementing adjustments as necessary to enhance engagement and outcomes.
- Act as a liaison between the Family Preservation Program, Post Majority Director, and community stakeholders, fostering positive relationships and addressing any concerns or feedback.
- Assist in the development of budgets, tracking expenses, and ensuring fiscal responsibility in program operations.
- Provide support in the creation of communications materials to promote programming and engage community participants.
- Respond to inquiries from community members, facilitators, staff, and other stakeholders in a timely and professional manner, ensuring clear and effective communication.
- Maintain accurate records, including incident reports, attendance, and program evaluations, in accordance with organizational standards.
- Undertake other duties as assigned by the Family Preservation Manager and/or the Post Majority Director, contributing to the overall success of the program and organization.

#### **QUALIFICATIONS:**

- Degree or Diploma with at least three (3) years of related experience in program coordination or community development (an equivalent combination of experience and education may be considered).
- Minimum of two (2) years' experience in a supervisory role within a social services agency.
- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies, and teachings.
- Demonstrated ability to work respectfully and effectively with First Nation communities (i.e., leadership, children, families, colleagues, collaterals, as well as have an understanding of the Southeast communities.).

- Proficiency with Microsoft Office (i.e. Excel, Word, Outlook, PowerPoint), and internet-related research.
- Strong leadership and supervisory skills, with experience in team management and mentorship.
- Excellent project coordination, organizational, and administrative skills.
- Experience booking venues, arranging transportation, accommodations, and purchasing.
- Knowledge of basic marketing and promotional strategies.
- Creative thinking and problem-solving abilities.
- Self-motivated with ability to work independently and as part of a multi-disciplinary team.
- Capable of being flexible, with sensitivity to changing situations and needs.
- Ability to prioritize workloads and manage tight deadlines.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Must be able to manage a flexible work week schedule, including evenings and weekends to accommodate presentations/workshops.
- Strong oral and written communication skills.
- Ability to speak Ojibwe is an asset.
- Satisfactory Criminal Record; Child Abuse Registry; and, Prior Contact Checks.
- Valid Driver's License and use of a personal vehicle with ability to travel to communities on a regular basis.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

***We offer competitive wages and an exceptional benefits package.***

