



EMPLOYMENT OPPORTUNITY

Pekewe Services Society is seeking a highly qualified incumbent to take on the high complex and challenging position as Manager of the Pekewe Services Society in Wabasca, AB. The incumbent will be responsible for providing direct support and supervision to the Child and Youth Care Workers within the Pekewe Home. The incumbent will oversee the management and development of goals, ensuring compliance with established program policies, procedures and accreditation and licensing standards. The incumbent will report directly to the Pekewe Board of Directors.

DUTIES/RESPONSIBILITIES:

- Provide monthly reports to the Pekewe Board of Directors;
- Prepare agenda and supporting documentation for board meetings;
- Provide strategic direction and effective leadership for the Pekewe Services Society department;
- Manage the daily operations of the Pekewe Services Society department;
- Perform an integral role of the senior management team and support strategies to ensure development and execution of the Bigstone Cree Nation's strategic plans.
- Recruit, hire, train and terminate employees in accordance with Canada Labor Code, Employment's standards and BCN Policies and Procedures;
- Responsible for preparing, controlling and maintaining operational and capital budgets in accordance with the annual fiscal year. Prepare BCR's and financial reporting as requested;
- Actively participate in monthly managers meetings;
- Code invoices and ensure that suppliers are paid;
- Perform other related duties as required.

QUALIFICATIONS:

- A certificate in Human Services or Social work diploma and/or equivalent education and experience will be considered;
- Minimum of 2-year experience working with children/youth in a residential setting;
- Proficient knowledge of various computer software;
- Ability to understand and speak Cree is an asset;
- Valid Class 5 Driver's License, and reliable transportation;
- Current drivers abstract;
- Valid Standard First Aid/CPR Training;
- Valid Criminal Record Check/Vulnerable Sector Check and Child Youth Intervention Check.

Submit Cover Letter, Resume, Vulnerable Sector Check, Intervention Record Check and Criminal Record Check to:

Interim Pekewe Manager
Bigstone Cree Nation
Box 780 Wabasca, AB, T0G 2K0
Email: rhonda.stcy@dfna.alberta.ca
Tel: 780-891-2225
Fax: 780-891-2655

Posted:

Until a suitable candidate is found