



MANAGER

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.

RESPONSIBILITIES:

- 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;
- Provide support to the supervisor of the Pekewe Services Society;
- Recruit, hire, train and terminate employees in accordance with Canada Labour Code, Employment Standards and BCN Procedures and Policies;
- 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;
- Complete monthly reports and submit to the Board of Directors as requested;
- Actively participate in monthly managers meetings;
- Code invoices and ensure that suppliers are paid;
- Perform other related duties as required.

SKILLS AND ABILITIES:

- Strong communication and written skills;
- Strategic planning to encompass organization objectives and goals;
- Leadership and problem-solving skills;
- Excellent organization skills;
- Strong motivational skills;
- Analytical and evaluation skills;
- Ability to speak and understand the Cree language is an asset.

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;
- Valid Driver's License Class 5 & Reliable Transportation;
- Valid Standard First Aid/CPR training;

Interested applicants are to submit the following documents along with their up-to-date Resume;

- ✚ Cover Letter.
- ✚ Three (3) work related references.
- ✚ Current Criminal Record Check with a Vulnerable Sector Section.
- ✚ Current Child and Youth Intervention Check.
- ✚ Current Drivers Abstract.

All documents can be dropped off in person, mailed or emailed to the attention of:

**Colleen Alook - Human Resources Manager
P.O., Box 960, Wabasca, AB, T0G 2K0
Fax: (780) 891-3888
Email: humanresources@bigstone.ca**

CLOSING DATE: Until a suitable candidate is found.