



JOB DESCRIPTION

POSITION: Director of Community Services

LOCATION: K'ómoks Administration Office

DEPARTMENT: Administration

REPORTS TO: Chief Administrative Officer

Position Summary

K'ómoks First Nation's employees embrace the vision, mission and will demonstrate K'ómoks' core values in their daily work. K'ómoks staff will support K'ómoks Nation toward a prosperous and healthy community where each member has the right to self-sufficiency. They will move forward to support K'ómoks members in exercising their rights and title, while respecting their historic connection to K'ómoks lands and resources and to one another.

The purpose of this position is to plan, organize, direct, control and evaluate the programs and activities of community services within K'ómoks. This position oversees the K'ómoks First Nation health department, social development, youth and elder programs. This position also supports the Council in the development of K'ómoks First Nation strategic plan and goals around Community Services.

Responsibilities:

- Oversee the Health Centre and Community Services for K'ómoks First Nation
- Plan, organize, direct, control and evaluate the delivery of social and community service programs
- Create and implement policies/processes for community support and development for events and food security programs
- Organize events such as NIPD and orange shirt day collaborating with outside organizations for internal community events (barbeques, blessings, funerals)
- Manage the operations and activities of social and community centres
- Establish administrative procedures to meet objectives
- Plan, administer and control budgets for programs, equipment and support services
- Participate in policy development by preparing reports and briefs
- Maintain communication with stakeholders, including government officials, community leaders and members
- Review program activities to determine if they are achieving their goals and making recommendations for improvement
- Coordinate K'ómoks First Nation outreach activities, including planning events
- Organize and oversee K'ómoks First Nation's Indigenous Peoples Day celebrations
- Oversee the day-to-day operations of community and health services programs and ensuring that they are being conducted safely
- Monitor the progress of projects to ensure that they are completed on time and within budget limits
- Conduct research on community needs and develop programs to meet those needs
- Perform other related duties as required

Knowledge, Skills, and Abilities:

- Knowledge of relevant legislation, policies and procedures related to programs, human resources, operations, and finance especially as they relate to First Nations' governance
- Practical knowledge of Generally Approved Accounting Principles
- Sound knowledge of the social and economic issues facing First Nations



K'ómoks First Nation

- Thorough knowledge of key federal, provincial, and other funding sources, including the programming and report requirements of the Indigenous Service Canada and other Government Agencies
- Community centric, with the ability to work in a team environment
- Strong planning and time management skills
- High level of self-awareness and emotional intelligence, excellent interpersonal skills, and the ability to establish working relationships with staff, Council, and a variety of governments, groups, knowledge keepers and/or Elders, and other stakeholders
- Ability to display tact, respect and diplomacy
- Sound judgment and decision-making
- Strong written and verbal communication skills
- Cultural sensitivity and awareness with thorough knowledge of the current First Nations governance landscape in BC and knowledge of relevant socio-historical events relevant to First Nations in Canada
- Ability to clearly define and communicate vision and direction and confident in public speaking for a variety of forums
- Ability to reflect on difficult situations to improve future performance
- Excellent interpersonal skills including the ability to establish working relationships with a variety of governments, groups and stakeholders
- Ability to motivate others, foster teamwork and manage time of self, teams and staff
- Strong analytical skills with an ability to develop creative solutions
- Computer literate in Microsoft Office and proficient with Excel and Word

Education and Experience

- Bachelor's degree in business or public administration, social work, or a related field and/or equivalent administrative management experience
- 5+ years experience of program management preferably with First Nations groups
- Experience working with governments, local governments and agencies
- Proven experience management and developing budgets
- Proficient at developing meeting agendas and chairing meetings
- 3+ years so supervisory experience managing staff
- Proven record of accessing, securing and managing financial resources, and
- Class 5 drivers license
- Experience working in and with the Indigenous community preferred.

Other

- Willing to participate in personal and professional development
- Follow K'ómoks First Nations policies and procedures

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Director of Community Services.