NORTHERN NISHNAWBE EDUCATION COUNCIL

EMPLOYMENT OPPORTUNITY

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre, and has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcome applications for the following position:

PELICAN FALLS CENTRE (PFC) MANAGER

Pelican Falls Centre (PFC) provides safe, caring and supportive homes for secondary students attending Pelican Falls First Nation High School. The PFC Manager is expected to demonstrate a leadership role with regard to promoting positive living and daily routines for the students while ensuring the NNEC mandate is followed along with managing the program. The PFC Manager must possess excellent administrative, supervisory, interpersonal and team building skills to manage the smooth operation of a diverse student centre. This position will have a modified work schedule through the school calendar, salary will be prorated over the full year (26 pay periods). This position is located in Sioux Lookout.

Qualifications:

1. A post-secondary degree/diploma in social work, youth counselling or a related field AND two years counselling experience with First Nations youth
2. Successful experience in management and administration
3. Strong oral and written communication skills
4. Must be able to prioritize tasks/manage conflicting demands and manage time well
5. Ability to make informed and timely decisions
6. A sensitivity and understanding of First Nations Culture, lifestyles and traditions is mandatory.
7. The ability to speak in a First Nations Dialect is preferred but not mandatory.

Roles and Responsibilities:

1. Supervise the PFC employees and students residing at the Pelican Falls Centre ensuring all program expectations are met for student care and safety.
2. Ensure all new and returning employees are provided with proper orientation prior to and during the school year.
3. Provide leadership, supervision, and evaluation of Pelican Falls Centre staff while promoting staff retention.
4. Manage organizational procedures and systems for office personnel, including filing, billing, accounts payable, purchase orders, ordering supplies and equipment, banking, student allowances, employee travel, and other general expenses.

5. Effectively develop, assess, and adjust PFC program budgets and expenditures;
6. Provide program updates, progress reports, recommendations for improvements and other requested reports for NNEC's Executive Director, Senior Management and Board of Directors as required.
7. Implement program policies as approved by the Board of Directors.
8. Assume the duties of a House Parent in addition to management responsibilities if/when required.
9. Must be willing and able to respond to emergency and crisis situations in a timely manner as they arise (ie: evenings and weekends).
10. Build relationships and collaborate with Tribal Councils, First Nation partners, parents/guardians, teachers, and the Principal of the Pelican Falls First Nations High School for the provision of additional support services to students; thereby promoting student success and retention
11. Communicate with student guardians, communities, and tribal councils regarding student progress and concerns which at times will be of a highly sensitive nature
12. Facilitate regular meetings and organize professional development for all Pelican Falls Centre staff including Team Leaders, House Parents, Security and Support staff
13. Directing timely and informed responses to incidents involving staff and/or students
14. Promote NNEC programs to students, agencies and First Nation communities
15. Travel as required

Salary: $98,280 to $120,872
All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is to fill a current vacancy and will remain open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnec.on.ca