



**EMPLOYMENT OPPORTUNITY**  
*Nimkee Nupigawagan Healing Centre*  
**INTERIM EXECUTIVE DIRECTOR**  
**(June 2023 onward)**

**Summary:**

Reporting to of the Board of Directors, the Executive Director is responsible for overseeing program services, developing strategic and operational plans, promoting continuous improvement in safety and quality youth participant care, managing the overall financial and budget development and management while keeping an eye on continuous improvement. As the leader of the Centre, the Executive Director oversees and participates in activities that build the organizational culture and rapport with everyone while managing positive growth. Key to this dynamic change, is an intuitive leader with a high level of skills, dedication, and a traditional mind for the healing of future generations.

**Main Areas of Responsibility:**

- **Program Management**- ensuring coordination of required resources for physical, emotional, mental and spiritual needs of both participants and staff. Recognizing that policies are living documents, being responsible for continually modifications ensuring policies reflect indigenous values, beliefs and practice. With staff, further developing continuous quality improvement and evaluation. Managing licensing and accreditation requirements and reporting requirements. Manage all aspects of Board operations according to strategic priority documents.
- **Administration**- acting as the senior administrative leader and organizing Board approved operational objectives, policies, programs and projects. Being the leader in Human Resources, following the Employment Standards Act and ensuring that the HR policies and procedures are implemented within the agency. Performance and accountability are a huge part of the ED role, making sure objectives, budgets, strategy, schedules, budgets, and standards are followed through communication and collaboration. Oversee the entire financial and administrative structure, ensuring that the Board is accurately apprised of developments and risk management. The ED recommends the engagement of legal, technical, consultative or other professional advice or counsel necessary to ensure sound management of the Centre with approval of Board, preparing solid briefing notes of a political, economic, technical, cultural and social nature. Ensure all generally accepted accounting principles are followed for superior financial management. Develop new programs through proposals based on Board strategic priorities.
- **People and Culture Management**- Lead and develop the Senior Management Team, building a successful “team approach” within the Centre staff group to develop clear performance standards and work objectives for employees. Along with the Operations Manager, ensure the successful recruitment, orientation, hiring, induction, training, supervision, and evaluation of all personnel; and to ensure that all personnel policies reflect quality management of resources within the Centre. Nurture a positive, safe workplace environment with open communication at all levels and functions in the organization. Monitor staff engagement and adherence and respect for Indigenous ways of knowing, being and doing. Ensure management and monitoring of the overall operation of daily staff work schedules, holiday periods, and in-service training programs to assure safety and high quality of programs.
- **Community Liaison**- Develop and maintain effective connections between the Centre and the First Nations community agencies including medical services, and community agencies including medical services, social

services, education, law enforcement, probation services, and prevention projects within the Southwest District. Promotes community awareness of substance misuse by maintaining effective relationships with First Nations Chiefs and Councils, Elders, community residents, teachers, youth, recreation and community groups and in personal professional development. Lead license reviews and accreditation processes; Participate in education program for employees and ensure skills and certifications are maintained. Establish and maintain privacy policies and ensure confidentiality. Promote a sense of community, safety, continuity and consistency throughout the youth's healing experience. Demonstrate a genuine expression of organizational values while fulfilling all duties and functions. Demonstrate exceptional interpersonal skills and the ability to handle difficult situations in an objective consistent format, modelling positive behaviour for youth;

## Qualifications:

### Education & Experience:

- Must have a Master of Social Degree (MSW) or Bachelor of Social work with significant experience in a healing environment.
- Five years of experience in organizational, staff and financial management
- In-depth- knowledge of indigenous practice and healing
- Extensive working with community partners and government in community development roles.
- Must demonstrate a solid understanding of addictions and mental health.
- Working knowledge of the principles, practices, and methods of service delivery to youth as well as program development, implementation and evaluation, preferably in an indigenous health care or educational setting.
- Knowledge and experience with a variety of cultural and mainstream healing approaches and interventions;
- Able to respectfully deliver traditional Native cultural practices that compliment mainstream healing and therapy;
- Working knowledge of relevant legislation e.g. Mental Health Act, Young Offenders Act, FNIHB – Non-Insured Health Benefits;
- Must have knowledge and understanding of First Nations culture, values and spirituality and community dynamics- a Lived and Living Experience as an indigenous Person. Thus, be a registered member of a First Nation as per section 16(1) of the Human Rights Act.
- Exceptional interpersonal skills and ability to handle conflict and other difficult situations in professional and culturally respectful fashion.
- Above average problem-solving skills and ability to manage many complex tasks at one time.
- Possess above average oral and written communication skills
- Must have in-depth/expert skills in data collection, analysis and report writing
- Proficiency in computer software skills including Microsoft Office Suite
- Approved Vulnerable Sector Check
- Must be able to work flexible hours.
- Must have a valid Ontario Driver's License, a clear driving transcript and reliable transportation.

Please submit applications by Monday, May 29th, 2023 at 12 pm to:

Kristin McKenna, HR and Operations Manager  
[operations@nimkee.org](mailto:operations@nimkee.org)  
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