

# SHOAL LAKE BAND NO. 40

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## **POSITION TITLE**

Prevention Director

## **POSITION SUMMARY**

The Prevention Director will recommend, set up and/or identify existing prevention/cultural programs for the different age groups of children and youth in care, as well as with families and community members to reconnect and enhance positive and strong cultural identities.

## **PRIMARY RESPONSIBILITIES**

- Coordinate prevention services and cultural programs to support children and families with prevention services that focus on child, family and community well-being.
- Develop and plan of cultural programming such as cultural camps, elder services, land-based activities, language camps and traditional ceremonies.
- Continuously monitor, update, and document resources accessed and available for children and families.
- Develop and implement processes to gather information, monitor, evaluate and track data using a variety of methods that allow for analysis, summarization, and reporting.
- Provide advice and guidance to staff regarding the availability of resources, programs, and services available.
- Monitor and track prevention activities along with financial expenditures i.e. cultural awareness, community well-being, parenting programs and workshops, preventative support/intervention, etc.
- Ensure understanding of funding and reporting requirements.
- Problem solve any issues or concerns regarding a prevention services request and cancel or modify any request if required.
- Maintain the data on prevention services and programs database to provide monthly reports for evaluation and tracking.

## **ADMINISTRATION**

- Administer and coordinate prevention and cultural programs.
- Plan, organize, and document prevention and cultural service requests including transportation, communication, registration, cultural materials, and financial costs.
- Maintain database on the effectiveness of community prevention programs so that information can be shared between communities
- Ensure proper documentation is submitted for financial billing/invoicing.

## **WORKING RESPONSIBILITIES**

- Ability to gather and analyse prevention services.
- Works well with staff in collaboration of programs and services and address any conflict or issues.

- Strong organizational skills with the demonstrated ability to ensure that all relevant paperwork and/or bring-forward dates are managed.
- Strong stress and time management skills.
- Contributes to team effectiveness by participating in team building activities, providing support and assistance when required.
- Develop and nurture external relationships to assist in maintaining network of community resources, programs, and services.
- Promotes a positive image of the agency by adhering to agency policies.
- Participates in agency and community events and activities when required.

#### **OTHER DUTIES**

- Ability to work independently and as part of a multi-disciplinary team.
- Strong oral and written communication skills.
- Demonstrated ability to manage a wide range of projects relative to time-sensitive deliverables.
- Proficiency with MS Office i.e. Excel, Word, Outlook, PowerPoint • Proficiency with Internet-related.
- Detail orientated with a high degree of accuracy and ability to multi-task.
- Committed to ongoing professional development.
- Ability to travel.
- Other duties as may be assigned.

**If this opportunity interests you, please submit your resume with cover letter to the Shoal Lake 40 Band office via in person, or email at [vfair3940@gmail.com](mailto:vfair3940@gmail.com)**

**Deadline to submit application is Friday January 20, 2023 at 4:00 PM**