

SHOAL LAKE BAND NO. 40

P.O. Box 6, Kejick, ON P0X 1E0

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Prevention Director

Shoal Lake 40 First Nation is seeking a Prevention Director to recommend, build and identify existing prevention/cultural programs for children, youth, families and community members to reconnect, enhance positive and culture, identities.

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 and faith-based 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.
- 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.
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WORKING RESPONSIBILITIES

- Assess and develop individual family and child plans.
- 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.
- 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.

Please submit your resume with cover letter to the Shoal Lake 40 Band office in person, or email human.resource@shoallake40.ca

Job is Open until filled