



Manager of Prevention Programming (PRIDE) Mi'kmaq Confederacy of PEI

Location: Summerside/Charlottetown

The Mi'kmaq Confederacy of PEI's Child and Family Services Program, provides prevention, early intervention and protection support services on behalf of the Lennox Island and Abegweit First Nation communities. The Manager of Prevention Programming (PRIDE) is a senior social work position that carries the responsibility to oversee the delivery of prevention programs and/or services by the Confederacy's Child and Family Services Program. The Manager of Prevention Programming (PRIDE), implements, monitors, and evaluates programs and services in the program. The Manager reports to the Confederacy's Director of Child and Family Services. The Manager will recommend to the Director changes required in programs and policies and is responsible for ensuring the overall success of the prevention program activities.

Responsibilities

- Administers and co-ordinates the programs and services of the PRIDE Teams
- Participates in the development of program proposals to the Director
- Assists in the planning and preparation of the Program budget
- Consults with the staff on policies and procedures making recommendations for change, where appropriate to the Director
- Maintains close communication with the supervisors to ensure the co-ordination of all prevention programming, child well-being, clerical, financial, and professional services
- Supervises the supervisors and reviews staff evaluations
- Keeps the Director updated on matters which may have important implications for the Program
- Makes recommendations to the Director with respect to expenditure of Program funds and resources necessary for the provision of Program services
- Annually conducts performance evaluations on the supervisors
- Convenes staff meetings on a regular basis
- Participates in hiring of professional staff, in consultation with, and approval of, the Director and ensures staff are properly oriented to the Confederacy's and Child and Family Services Program
- Ensures supervision and clinical consultation is provided for program staff
- Acts as consultant, as required, on problems related to child wellbeing, program delivery or administrative matters
- Encourages staff participation in planning, policy development and operations
- Convenes the meetings of the team as needed
- Participates on committees and various meetings in the community as required
- Assumes the duties and role of the Director in their absence

- Performs any other duties as assigned by the Director
- Acts as Designated Representative when required

KNOWLEDGE AND SKILLS REQUIRED

- M.S.W. or BSW with at least five years of experience working with children, youth and families, two years of which have been in a supervisory capacity
- Demonstrated leadership and management ability along with sound professional practice
- Knowledge of, and ability to apply, Indigenous approaches to the development of policies, programs, and services for children, families, and communities
- Knowledge of and experience in the area of program budgets
- Excellent written and oral communication skills to maintain effective communication with agency staff, band councils, government officials, groups and the public
- Working knowledge of application and utilization of personal computers including Microsoft Excel, Microsoft Word and Power Point
- Analytical and conceptual skills to evaluate service needs and programs and draft /recommend effective policies and plans
- Demonstrated interpersonal skills plus an ability to work well in team setting and in partnership with the Director
- Training and experience in both team and facilitation skills preferred
- Demonstrated ability to use independent judgment and handle confidential matters discreetly
- Ability to resolve difficult and contentious case management and service issues

Hours of work: Hours of work will be in accordance to the standard hours of operation at the Mi'kmaq Confederacy of PEI (Summer hours are 8:00am-4:00pm and Winter hours are 8:30am-4:30pm). A standard work week for this position is 37.5 hours unless otherwise specified in the employment contract. There will also be additional hours worked to accommodate for meetings/workshops related to the position as well as some after hours coverage.

If all qualifications are equal, preference will be given to persons of Indigenous ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No interview or relocation costs will be provided.

Salary: Commensurate with education and experience

Closing date: August 9, 2019

Please email your resume and cover letter to mbrown@mcpei.ca or mail to:

Mika Brown
Executive Assistant
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