



Natoaganeg First Nation Employment Opportunity

Position Title: Women's Shelter Director

Location: Natoaganeg (Eel Ground), New Brunswick

Status: Full-time permanent

Salary: Commensurate with education and experience

Hours of Work: Monday to Friday, 37.5 hours weekly

Position Summary

Natoaganeg First Nation is seeking a candidate to join its leadership team as Director of the Nignen Women's Shelter. The shelter provides emergency shelter, services and supports to women, their children and the 2SLGBTQIA+ community who are fleeing from intimate partner violence in Indigenous communities in New Brunswick. The Director is responsible for overseeing the administration, service delivery, and strategic plan of the organization. The position reports to the Band Manager, under the advisory of the *Nignen Women's Shelter Advisory Committee*.

Responsibilities

- Oversee day-to-day operations.
- Ensure necessary policies and procedures are in place and adhered to.
- Ensure the safety and confidentiality of the clients to limit risk and exposure.
- Engage actively in community outreach and continuously maintain public awareness.
- Support staff in crisis intervention and working with domestic violence victims.
- Hire, train, and retain competent and qualified staff.
- Provide staff supervision, performance assessment, and performance management.
- Ensure the shelter facility is well-maintained including managing repairs, sanitation, and regular upkeep.
- Coordinate regular advisory committee meetings and collaborate with the committee to set objectives with short and long-term planning, including strategic planning.
- Maintain communications with the Advisory Committee concerning shelter needs and operations as necessary.
- Develop, monitor, and maintain the shelter's budget in line with the mission and strategy.
- Provide accurate financial reporting as required.
- Explore, initiate, and develop fundraising opportunities to generate revenue.
- Ensure assets and resources are being managed in a fiscally responsible manner.
- Perform additional duties as requested by the Advisory board.

Qualifications and Experience

- Post-secondary degree in social work, nursing, business, education, or a related field.
- Five years of relevant management experience.
- An equivalent combination of relevant, education, training, and experience may be considered.
- Experience working within First Nation communities and knowledge of culture and traditions.



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- Demonstrated cultural competency and ability to incorporate traditional healing practices into shelter services.
- Demonstrated understanding of the barriers, challenges, and the dynamics of violence against women, children and the 2SLGBTQQIA+ community.
- Demonstrated ability to supervise, mentor, and direct staff.
- Effective written and spoken communication skills, including comfort and experience with public speaking and meeting facilitation.
- Superior organizational and time management skills; the ability to multi-task and meet deadlines while ensuring accuracy and attention to detail.
- Demonstrated independent thinking, initiative and creativity.
- Ability to function successfully both independently and within a team.
- Ability to foster a healthy organizational culture, and to encourage teamwork and collaboration.
- Demonstrated ability to collaborate with the community, staff, and partner agencies such as local authorities, healthcare professionals, and other emergency services.
- Experience managing crises and emergencies in a shelter environment.
- Demonstrated ability to implement and use information technology.
- Demonstrated ability to raise revenue, including grant-writing, and to foster and maintain positive relationships with funders.
- Commitment to staff and client privacy.
- Experience in program evaluation and reporting on outcomes to ensure services are meeting client needs.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.

Special Requirements

- Successful Criminal Record/Vulnerable Sector Checks.
- Proven ability to work within a team environment with respect to professionalism, cooperation, sensitivity and cultural awareness.
- Ability to work flexible hours and be available to respond to urgent situations as required.
- CPR Certification.
- Valid driver's license and reliable transportation.
- Ability to speak the Mi'kmaq language is an asset.
- Non-violent Crisis Intervention training is an asset.
- Demonstrated experience in program development is an asset.
- Experience in trauma-informed care practices is an asset.

*Those interested in applying are asked to submit a resume demonstrating possession of the required qualifications and competencies for the position. Please clearly reference competition # **2024-WS-03** and forward to **Careers@NatoaganegFirstNation.ca** on or before **October 25th, 2024**.*

While we thank all who have applied, only those selected for an interview will be contacted.