



# Keeseekoowenin Ojibway First Nation

## *Treaty No. 2 – The Riding Mountain Band*

P.O. Box 100 Elphinstone, MB R0J 0N0 Phone (204) 625-2004 Fax (204) 625-2019

**CHIEF:** Norman Bone **COUNCIL:** Barry Bone – Bradley Burns – Allison McKay – Marjorie Blackbird

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## **EMPLOYMENT OPPORTUNITY**

### **Women's Shelter Director Migiziwazison Healing Lodge**

Keeseekoowenin FN is seeking a dynamic individual to lead the newly built Women's Shelter. The Shelter Director in working with the Shelter's Board of Directors, will direct and manage the development and implementation of shelter policies and standards. The Shelter Director is responsible for the direction and supervision of administration and program staff in designing and delivering culturally responsive programs, services, and supports. The Shelter Director must have excellent leadership skills, and the ability to work and lead a team in a trauma environment and have strong financial management skills demonstrated ability to work collaboratively, both internally and externally with other stakeholders and agencies.

### **DUTIES AND RESPONSIBILITIES**

- ☐ Adhere to the Manitoba Shelter Standards Operational Structure for the Women's Shelter in consultation with the Board of Directors and in accordance with the community principles, culture, and language.
- ☐ Is responsible for annual budget submissions and expenditures, and reporting
- ☐ Is responsible to ensure yearly audits are submitted to the Board of Directors
- ☐ In conjunction with program staff, the Director will assist in development of policies, standards, and procedures to improve or enhance program quality.
- ☐ Initiates and conducts internal evaluation of the shelter services and programs and cooperates in any service audit as requested.
- ☐ Develops strategies for fund raising and develops grant applications to alternative funding sources/organizations.
- ☐ Attends Board of Directors meetings and provides financial and statistical reports on a quarterly basis.
- ☐ Responsible for recruitment and retention of shelter staff

### **Qualifications**

- ☐ University Degree in Community Health Services, Health, or Social Sciences,
- ☐ Specialized knowledge of families in crisis, culturally responsive approaches, and trauma informed care.
- ☐ Strong understanding of government funding requirements, fundraising, and grant and proposal development
- ☐ Training or experience in business management; organizational leadership and planning.
- ☐ Clear Criminal Security Clearance and Child Welfare check.

**Closing Date: May 31/2023**

Please forward cover letter & resume to:

Email [Migiziwazison@yahoo.com](mailto:Migiziwazison@yahoo.com): attn. Recruiting *Thank you for applying.*