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## **EMPLOYMENT OPPORTUNITY**

### **Director of Social Services**

The Chiefs of Ontario is inviting applications for the position of Director of Social Services. Under the guidance of the Chief Operating Officer, the Director is expected to assist First Nation communities and organizations.

**LOCATION:** Toronto, Ontario

#### **DUTIES AND RESPONSIBILITIES:**

- Build and maintain partnerships with Federal and Provincial government ministries, First Nations leaders, communities and organizations
- Build and maintain collaborative relationships with external organizations with a similar mandate.
- Oversee the review, research and analysis of Social Services pertaining to Ontario First Nations.
- Develop and submit funding proposals to implement program requirements and projects related to Social Services.
- Financial stability and management of Social Sector budgets.
- Provide leadership, supervision and coaching to the members of the Social Services team, to ensure adherence to all Chiefs of Ontario policies, and program goals.
- Support and attend several Chiefs Committees and Social Technicians Committees/Tables (Regional and National) to ensure First Nation leadership participation and strategic leadership.
- Support the development and implementation of a culturally appropriate program to collect, oversee and analyze Ontario First Nation data related to Social Services.
- Review and approve Sectoral communiqués, memos, reports, briefing notes, speaking notes and media releases for approval submission
- Attend relevant meetings and gatherings

#### **RELEVANT SKILLS:**

- Masters Social work or related degree with equivalent work experience.
- Previous work with Social Issues facing First Nations.
- Experience in proposal development and financial management.
- Proven management and leadership experience.
- Knowledge of First Nation traditions cultures and values; understand the history and relationship between First Nations and the Crown.

- Excellent communication skills, including written and verbal.
- Capacity to work effectively independently and as a member of a team to complete assigned tasks and projects.
- Strong ability to analyze problems, recommend comprehensive solutions and mobilize resources for effective implementation.
- Must be able to prioritize tasks and meet deadlines; familiar with critical path planning and logistical requirements.
- Must be trustworthy, reliable and maintain confidentiality.

**DURATION:** April 2024 – March 31<sup>st</sup> 2026 (with potential for renewal)

**APPLICATION DEADLINE:** Open until filled.

All Chiefs of Ontario Employees must be fully vaccinated against Covid-19 and eligible to work in Canada.

**Send letter of application, resume and include 2 references marked confidential to: [opportunities@coo.org](mailto:opportunities@coo.org)**

Interviews will be held virtually. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.