



## Building a Better Tomorrow for Indigenous Youth

### **NIMKEE NUPIGAWAGAN HEALING CENTRE**

#### **EXECUTIVE DIRECTOR**

**LOCATION: Muncney, Ontario**

*Nimkee NupiGawagan Healing Centre is a leading holistically based residential treatment centre in addictions, solvent use and abuse for all youth from Indigenous communities nationally. The seven Grandfather teachings form the cornerstone for our program: Respect, Love, Honesty, Bravery, Humility, Wisdom and Truth. The benefits for participants are empowerment, inner discipline and belief in self.*

#### **JOB SUMMARY**

Reporting to the Board of Directors, the Executive Director is responsible for overseeing program services, developing short and long-term strategic and operational plans, promoting continuous improvement in safety and quality youth participant care. Overall financial and budget development and management is required while ensuring an efficient and cost-effective operation. As the leader of the Centre, the Executive Director oversees and participates in activities that builds the organizational culture and rapport with staff, youth participants and stakeholders. The Executive Director establishes links in the community, identifies funding sources and markets the program to promote overall success and growth of the Centre. The focus of this residential experience for youth, is physical, mental, emotional and spiritual wellness. This role provides effective leadership and modelling, nurturing an environment that attracts, retains and motivates all staff and specifically the development of a collaborative management team. The Executive Director participates in traditional cultural activities, internal and external committees and groups. Dedication to high standards of practice, adherence to organizational policies, accreditation requirements and statutory obligations is expected along with a commitment to maintaining privacy and confidentiality for the youth and the organization.

#### **KEY RESPONSIBILITIES**

##### **Program Management**

Oversee the standards of the Nimkee Treatment Program which combines traditional Indigenous Healing practices with western therapies in welcoming, kind and nurturing environment.

Ensure that treatment plans are developed and regularly monitored so that treatment goals and outcomes are being met by through program activities

Ensure the quality achievement of the treatment program objectives are met by monitoring overall planning, and delivery through evaluation activities in the Centre and ensure achievement of the terms of funding agreements

Ensure standard of service is consistent with legislative, regulatory and accreditation requirements.

Ensure coordination of resources required from psychiatric, psychological, medical, educational, and other community-based consultants; and to monitor utilization of such services relative to implementation of recommendations and the applications of these recommendations to specific individuals (e.g. medications) and policies

## **Career Opportunity – Executive Director**

Participate in the development of programs, policies, and procedures for the residential and treatment programs

Participate in the development and monitoring of formal programs of research and evaluation; and help establish research and evaluation components in all services provided by the Centre  
Lead license reviews and accreditation processes and ensure organization preparation

### **People and Culture Management**

Lead and develop the Senior Management Team

Demonstrate a genuine expression of organizational values while fulfilling all duties and functions

Build and facilitate a “team approach” within the Centre staff group to develop clear performance standards and work objectives for employees

Oversee the recruitment, orientation, hiring, induction, training, supervision, and evaluation of all personnel; and to ensure that all personnel policies reflect quality management of resources within the Centre

Implement Personnel Policy to facilitate the orientation and integration of new employees with the Centre's organization

Nurture a positive, safe workplace environment with open communication at all levels and functions in the organization

Monitor staff engagement; taking corrective action when improvement is required

Ensure that all policies and performance standards are adhered to by staff and youth participants and manage the discipline process in conjunction with the management team

Ensure management and monitoring of the overall operation of daily staff work schedules, holiday periods, and in-service training programs to assure safety and high-quality program delivery

### **Community Liaison**

Develop and maintain effective connections between the Centre and the First Nations community agencies including medical services, and community agencies including medical services, social services, education, law enforcement, probation services, and prevention projects within the district

Promote community awareness of substance abuse problems by building and maintaining effective relationships with First Nations Chiefs and Councils, Elders, community residents, teachers, youth, recreation and community groups.

### **Qualifications:**

Registered member of a First Nation as per section 16(1) of the Human Rights Act

Abstainer **with at least three years continuous sobriety is a requirement by organizational policy.**

## **Career Opportunity – Executive Director**

### **Education & Certification**

University degree in Psychology and Management  
Certification in Indigenous Leadership Accreditation is preferred (e.g. CAFM, FNHM, etc.)  
Prevention and Management of Aggressive Behaviour Certification  
Applied Suicide Intervention Training  
CPR and First Aid Certification, WHMIS Training

### **Experience**

Four years or more of progressive leadership experience in organizational, staff and financial management  
Experience working with community partners and various federal and provincial government organizations  
Must demonstrate an understanding of solvent / substance abuse treatment  
Working knowledge of the principles, practices, and methods of service delivery to youth as well as program development, implementation and evaluation  
Knowledge and experience with a variety of cultural healing approaches and interventions  
Respectful delivery of traditional Native cultural practices that compliment mainstream healing and therapy  
Working knowledge of relevant legislation e.g. Mental Health Act, Young Offenders Act, Indian Act, First Nation Inuit Health Branch – Non-Insured Health Benefits  
Must have knowledge, experience and understanding of First Nations culture, values and spirituality and community life on the reserves  
Fluency in a First Nations language is an asset  
Demonstrate exceptional interpersonal skills and the ability to handle difficult situations in an objective consistent format, modelling positive behaviour for youth  
Above average problem-solving skills  
Demonstrated good judgment in decision-making  
Possess above average oral and written communication skills (1:1 and with larger groups)  
Must have skills in data collection, analysis and report writing  
Must be able to work independently and as a team player  
Proficiency in computer software skills including Microsoft Office Suite

### **Other**

Demonstrate maturity and emotional intelligence  
Goal focused and open to innovative programming to meet the needs of youth participants  
Able to promote the services of Nimkee across Canada  
Approved Vulnerable Sector Check  
Must be able to work flexible hours.  
Must have a valid Ontario Driver's License, a clear driving transcript and reliable transportation  
All applications are confidential. Only those applicants applying with a detailed resume, cover letter and three written work references will be accepted. While your interest in Nimkee Nupigawagan is appreciated, only those applicants being given further consideration will be contacted. The successful candidate will be required to provide a successful Vulnerable Sector Check.

Interested applicants should apply in confidence by 4 pm, February 12, 2021:

[careers@nimkee.org](mailto:careers@nimkee.org)