



# NORTHWEST INTER-NATION FAMILY & COMMUNITY SERVICES

## JOB OPPORTUNITY

### TEAM LEADER – YOUTH EMPOWERMENT PROGRAM

#### ABOUT US

Northwest Inter-Nation Family & Community Services Society "NIFCS" is an Aboriginal based agency that provides family support, guardianship and caregiver services to seven First Nations communities in the Northwest region of British Columbia. NIFCS knows that our strength lies not only in the words we stand by, but most importantly through the actions of our initiatives. NIFCS is guided by cultural knowledge, values and wisdom and supported with strategic governance by a First Nations board of directors, representing each community.



#### PROGRAM & SERVICES

NIFCS is directly mandated by the member nations to safeguard the inherent right of our children to thrive in a safe and healthy environment and strengthen cultural identities and family unity. As such NIFCS offers a variety of support services and programs, from advocacy to direct family, and community-based support, to respond to the identified need and partner with the family, extended family and community to strengthen the family's wellness to care for and nurture their children and youth in the best way possible.



#### LIVING & WORKING IN THE NORTHWEST

The people of Northern B.C. have a unique understanding of what it's like to live and work in some of the most beautiful landscapes in the world—they understand the phrase "Supernatural British Columbia" in a way few others can. Hand-in-hand with the spectacular surroundings—trees and mountains, rivers and lakes, oceans and landscapes, — the region has given rise to a more relaxed, friendlier way of life. Living in largely supportive, close-knit communities, locals and newcomers enjoy the inherent friendliness that so often comes with small town living.





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## *JOB POSTING*

### **1.0: POSITION:**

Team Leader – Youth Empowerment Program.

### **2.0: SCOPE**

To implement, monitor, evaluate and provide leadership to the operations of the NIFCS Youth Empowerment Program for First Nations youth. Areas of responsibility include, but are not limited to, program staffing, scheduling and coaching; content development; and management of facilities. Hire, train, evaluate, and provide leadership to staff. Program-related community outreach and communication. Perform other work accordant to the program as required.

### **3.0: OVERSIGHT RECEIVED and EXERCISED**

Receive direction and guidance from NIFCS management and/or management-appointed consultant/s. Exercise direct oversight and provide leadership to, assigned staff, contractors and volunteers.

### **4.0: DISTINGUISHING CHARACTERISTICS**

The NIFCS Youth Empowerment Program Team Leader is a direct supervisory level position responsible for developing, implementing, monitoring, evaluating, and overseeing operations. The Team Leader is expected to provide exemplary leadership and develop capacity of the staff to effectively deliver the Youth Empowerment Program services to the community. Key prerequisites for excellence in this position include the ability to inspire a shared vision, clarity of values, enabling others to act, discretionary decision-making skills within the framework of the program, and sustained initiative.

### **5.0: ESSENTIAL DUTIES and RESPONSIBILITIES**

The Management of NIFCS reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job:

- ❖ Develop, implement, monitor, evaluate, and oversee the operations of the Youth Empowerment Program.
- ❖ Provide leadership to staff, contractors and volunteers, by selecting, assigning, coaching, developing, scheduling, providing timely performance feedback and initiating performance improvement processes when needed.
- ❖ Develop, implement, and recommend policies, procedures, and guidelines.
- ❖ Ensure compliance with relevant laws, rules, regulations, policies, and procedures.
- ❖ Develop, implement, and recommend effective maintenance and safety programs, procedures, and guidelines; conducts periodic inspections and ensures program facilities (Lighthouses) are properly maintained for optimal safety and use.
- ❖ Responsible for the appropriate training of staff in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications; structures the evaluation and professional development of staff to ensure a high performing team.
- ❖ Evaluate program effectiveness and viability; make recommendations on improvements to the program to meet community needs.

- ❖ Serve as a liaison for parents, community administrators, school principals, and teaching staff; receive and respond to questions, concerns, and complaints from parents, community, related parties and stakeholders; determine issue and resolves or refer to management; maintain open communication among all groups to serve the youth's best interests.
- ❖ Prepare marketing and communication materials, such as program brochures, flyers, posters, and announcements; uses social media and other forums to maximize community outreach and participation.
- ❖ Serve as program representative with external organizations; attend and/or speak at meetings, community and professional functions, and conferences as assigned.
- ❖ Prepare and manage program budget; monitor and track expenditures; monitor inventory; and purchase authorized supplies and equipment.
- ❖ Work collaboratively with other departments; confer regularly with other team leaders/supervisor and managers.
- ❖ Maintain records on program activities, attendance, and other pertinent information; prepare a variety of operational reports, and associated correspondence.
- ❖ Assist with community special events as needed.
- ❖ Perform other duties as assigned.

## **6.0: QUALIFICATIONS**

### **6.1: Education and Experience**

- ❖ Bachelor's degree in child and youth care/education, child and youth development, human development, First Nations studies or a related field.
- ❖ 3-5 years of relevant experience working in child or youth development program, with at least 18 months in a supervisory capacity, preferable in a First Nations setting.
- ❖ Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### **6.2: Knowledge of**

- ❖ Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, coaching and training.
- ❖ Relevant laws, rules, regulations, policies, and procedures related to First Nations communities is an asset.
- ❖ Educational and social needs of First Nations youth and children is advantageous.
- ❖ Methods and techniques of developing community outreach strategies to identify community needs for alignment with program offerings.
- ❖ Occupational hazards and related safety precautions.
- ❖ Principles and practices of administrative procedures, recordkeeping and budgeting.
- ❖ Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while maintaining high level of client service.
- ❖ Modern office practices, methods, and computer equipment and applications related to the work.

### **6.3: Ability to**

- ❖ Select, supervise, and lead staff, contractors and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned program areas and working teams.
- ❖ Plan and develop policies and procedures.

- ❖ Identify and analyze community and participant needs and promote interest in program and services.
- ❖ Serve as resource for parents, community, and others to ensure program is positively received.
- ❖ Evaluate program effectiveness and make adjustments as needed.
- ❖ Understand, interpret, and apply all relevant laws, codes, regulations, policies, and procedures.
- ❖ Manage budget development and monitor program expenses with accurate tracking and reports.
- ❖ Develop marketing materials, community outreach channels and make presentations.
- ❖ Speak effectively in public.
- ❖ Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- ❖ Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships.

#### **6.4: Licenses and Certifications:**

- ❖ At time of appointment, a valid Class 5 British Columbia Driver's License with a satisfactory driving record maintained throughout employment.
- ❖ Completion of basic First Aid and CPR training within six months of hire and maintained throughout employment.

#### **7.0: PHYSICAL DEMANDS**

Must possess mobility to perform moderate physical work; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor programs requiring frequent walking, running, conducting exercises, and related physical activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties; the ability to lift, carry, and push tools, equipment, and supplies weighing up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

#### **8.0: ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. May be exposed to communicable illnesses, blood, and body fluids. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

#### **9.0: WORKING CONDITIONS**

Incumbents may be assigned to flexible/irregular work schedule, including early mornings, evenings, weekends and holidays.

#### **INVITATION TO APPLY FOR POSITION**

Candidates who are interested in this position and possess the above qualifications, skills and experience are invited to send a copy of cover letter and resume via email to [hr@nifcs.org](mailto:hr@nifcs.org)