

Job Posting

POSITION	SOCIAL PROGRAM DIRECTOR	LOCATION	TELEGRAPH CREEK, DEASE LAKE
REPORTS TO	CAO/BAND MANAGER	CLOSING DATE	2025-01-17
SUBMISSION	Please send resume and cover letter by email to tbc.mgr@tahltan.ca <i>Only shortlisted applicants will be contacted.</i>		

DESCRIPTION & CONDITIONS OF EMPLOYMENT

The Social Director plays a pivotal role in fostering the well-being of Tahltan children and families by developing and implementing culturally relevant social programming. This position requires close collaboration with managers, community leaders, families, and other stakeholders to design and deliver programs and services that address the unique needs and challenges within the community.

Beyond leading program development, the Social Director is also responsible for enhancing service delivery and providing oversight to several key departments and their respective managers. These include the Dease Lake Office, Social Development, Health, Addictions and Drug (A&D) Services, the Community Safehouse, Child & Family Services, Justice, Culture and Language Programs, as well as Sports and Youth Programs.

Must have valid BC Class 5 Driver's License and satisfactory criminal record check. Must be willing to travel to other band related locations as required.

Salary: \$90,000 - \$95,000

RESPONSIBILITIES

- ▶ Develop and oversee culturally relevant programs and services tailored to the health, education, and social support needs of Tahltan children and families.
- ▶ Provide strategic leadership to multiple departments and managers to ensure service delivery aligns with the needs of the community.
- ▶ Monitor and evaluate the effectiveness of departmental services and make adjustments to optimize outcomes.
- ▶ Organize events, workshops, and activities celebrating Tahltan culture, language, and traditions to foster pride and belonging.
- ▶ Collaborate with elders, community members, and staff to integrate Tahltan knowledge and practices into programs and services.
- ▶ Build trusting relationships with families, offering culturally relevant support and guidance to navigate challenges.
- ▶ Facilitate community meetings and forums to gather input, identify priorities, and guide programming and resource allocation.
- ▶ Coordinate with community organizations, government agencies, and service providers to maximize resources and deliver comprehensive support.
- ▶ Empower community members through education and engagement in decision-making processes.
- ▶ Provide leadership training and development opportunities for youth and adults, fostering future community leaders.

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- ▶ Maintain accurate records of program activities, participant demographics, and outcomes, ensuring compliance with funding requirements.
- ▶ Analyze data and prepare reports to assess program impact, identify trends, and inform strategic decisions and resource allocation.
- ▶ Communicate program achievements and challenges to stakeholders through reports, presentations, and community forums, seeking feedback and support as needed.

KEY COMPETENCIES, KNOWLEDGE, AND EXPERIENCE

- ▶ Proven experience in project coordination and working with diverse stakeholders.
 - ▶ Strong background in program management and delivery.
 - ▶ Education in social work, Indigenous studies, community development, or a related field (preferred).
 - ▶ Demonstrated ability to build trusting, respectful relationships within the community while maintaining confidentiality.
 - ▶ Strong interpersonal skills to manage complex dynamics effectively with elders, adults, youth, and families in crises.
 - ▶ Excellent written and verbal communication skills, along with proficiency in computer applications.
 - ▶ Experience coordinating community-based or recreational programs.
 - ▶ Ability to establish and maintain effective relationships and community partnerships.
 - ▶ Self-motivated, capable of working independently and collaboratively as part of a team.
 - ▶ Accountability, dependability, and a commitment to excellence.
- Leadership experience, including managing projects, budgets, and staff.