



ndinawe

NDINAWEMAAGANAG
ENDAAWAAD INC.

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2024-052

Position:	Senior Manager	Program:	Ndinawe
Salary:	DOQ	Location:	All Ndinawe Locations
Classification:	Full Time – 1 year term	Hours of Work:	80 hours bi-weekly <i>May include some evenings/weekends</i>
Reports To:	Senior Manager	Closing Date:	Open until filled

GENERAL RESPONSIBILITY:

The Senior Manager is responsible for the overall management of programs and employee training. The Senior Manager assumes all duties and responsibilities in accordance with the organization’s philosophy, direction, policy standards, and provincial licensing requirements.

SPECIFIC ACCOUNTABILITY:

- Oversee the day-to-day operations of programs and provide strategic direction.
- Understand and be committed to culturally centered service delivery reflective of Indigenous values.
- Monitor, track and arrange all mandatory employee training.
- Collaborate with and schedule trainers/facilitators as required.
- Provide supervision for staff as well as student placements and volunteers.
- Responsible for daily decisions regarding operation of the facilities; delegates tasks to staff as required.
- Develop and implement programming.
- Respond to critical incidents and provide direction and support to staff.
- Provide on-call services for emergencies and emergency shift coverage as required.
- Ensure staff are engaging with the youth who are staying within the youth housing facilities.
- Fulfill reporting requirements and complete evaluation processes.
- Promote Ndinawemaaganag Endaawaad Inc.’s programs and services through sharing opportunities.
- Liaise with external and government agencies to ensure the youth have access to needed resources and all required processes and protocols are being followed.
- Share vital communication from Leadership of Ndinawemaaganag Endaawaad Inc. to staff.
- Provide regular communication and written reports to the Director of Programs and Services and Executive Director as required.
- Maintain healthy and appropriate boundaries with youth either past or present.
- Attend meetings and participate in training as directed by the Director of Programs and Services.
- Support House Managers, Assistant House Managers and program staff in day-to-day operations, as required.
- Develop and implement processes and documents for Managers, Assistant Managers, and staff.
- Follow program budgets and ensure accountability in program finances according to Finance Policy; ensure regular communication with the Finance Department to monitor budgets.
- Perform other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

HUMAN RESOURCES

- Provide orientation and training to new staff on internal policies and procedures with the support of Human Resources.
- Facilitate regular staff meetings and individual meetings on regular basis to ensure appropriate communication/supervision.
- Participate in the hiring and annual evaluation of staff in collaboration with Human Resources.
- Identify staff learning and training needs in collaboration with Human Resources.
- Develop and monitor staff schedules and timesheets.
- In consultation with Human Resources manage day-to-day HR issues as they arise in a fair and consistent manner that is reflective of Ndinawe's Code of Conduct and policies; provide documentation to human resources for staff files.
- Implement Human Resource policies in conjunction with Human Resources.
- Responsible for team-oriented working environment that embraces Ndinawe's values, philosophy, and strategic plan.
- Payroll – provide training and support to managers, review and approve bi-weekly payroll submissions.
- Ensure staff training is up to date and not expired.

FACILITY MAINTENANCE

- Establish and maintain a healthy and safe work environment.
- Ensure a timely response to identified repairs/maintenance needs; respond to urgent issues as they arise, report as needed.
- Ensure licensing standards are maintained and guide the annual licensing process.
- Ensure all licensing, safety and health and fire safety processes are followed and completed.
- Ensure the process of maintaining the company vehicles is being followed; report any repairs required to Operations.

KNOWLEDGE & PERSONAL EXPERIENCE REQUIREMENTS:

- Post-secondary education in the social services field.
- A minimum of 2 years of experience in a management or supervisory role is required with demonstrated experience with administrative, human resources, program facilitation and financial responsibilities.
- A combination of appropriate employment history, volunteer work and life experience will be considered.
- Demonstrated communication skills, both oral and written.
- Demonstrated ability to establish relationships with young people.
- Demonstrated ability to be creative/innovative in developing strategies to connect with and provide support to youth.
- A strong knowledge of the developmental needs of youth and the issues relevant to them.
- Ability to maintain a high level of independence and self-initiative.
- Exceptional organizational skills with reliability and consistency in work performance.
- Excellent interpersonal and communication skills with a proactive approach to problem solving.
- Demonstrates excellent communication skills and ability to resolve conflict in a healthy and mature manner.
- Ability to establish and maintain effective, respectful relationships with youth, and community.
- Ability to work under stressful conditions with an ability to respond effectively and positively in diverse situations.
- Proficiency in computer use including Microsoft 365 applications (word, excel, forms, etc.).
- Current Criminal Record Check, Child Abuse Registry Check, and Prior Contact Check required.
- Valid Class 5 Drivers License.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources, Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue
Winnipeg, MB R2W 2A8
Email: recruitment@ndinawe.ca

*** As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self-identify in their cover letter.**

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.