



**Ndinawemaaganag Endaawaad Inc.**

**EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**2025-20**

<b>Position:</b>	CYC Manager	<b>Program:</b>	CYC
<b>Salary:</b>	\$61,193.60 annually	<b>Days of Work</b>	Monday to Friday; however, this position requires the successful candidate to work an on-call rotation outside of these days.
<b>Classification:</b>	Full Time, 1 year term 80 hours Bi-Weekly	<b>Hours of Work:</b>	8:30 a.m. – 4:30 p.m.; however, this position requires the successful candidate to work an on-call rotation outside of these hours.
<b>Reports To:</b>	Director of Programs and Services	<b>Closing Date:</b>	Open Until Filled

**General Responsibility:** The CYC Manager is responsible for Child Youth Care program. The CYC 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 the Child Youth Care (CYC) program and provide strategic direction.
- Understand and be committed to culturally centered service delivery reflective of Indigenous values.
- Provide supervision and mentorship for staff as well as student placements and volunteers.
- Responsible for daily decisions regarding operation of the CYC program; delegates tasks to staff as required. This includes student recruitment, student life skills programming, practicum placement in collaboration with Red River Polytechnic, graduation, cultural collaboration, and implementing and maintaining tracking systems.
- Review placements and progress of participating students/youth on a regular basis in collaboration with the leadership staff.
- Provides on-call services for emergencies and emergency shift coverage as required.
- Fulfill reporting requirements and complete evaluation processes.
- Promotes Ndinawemaaganag Endaawaad Inc. programs and services through sharing opportunities.
- Work collaboratively with external agencies and government offices to ensure the program is supported and follows necessary protocols.
- Sharing vital communication from Leadership of Ndinawemaaganag Endaawaad Inc. to staff.
- Provides regular communication and written reports to the Director of Programs and Services and/or Executive Director as required.
- Maintains healthy and appropriate boundaries with students/youth either past or present.
- Attend meetings and participate in training as directed by the Director of Programs and Services.
- Follow program budgets and ensure accountability in program finances according to Finance Policy; ensure regular communication with the Finance Department to monitor budgets.
- Provide Emergency First Aid, CPR, AED and Naloxone certification for employees and students/youth.
- Track and organize Ndinawemaaganag Endaawaad Inc.’s employee training.
- Performs 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.
- Implementing 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 as required.

## 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 at all times and assist with overseeing the annual licensing process as required.
- Ensure day-to-day maintenance of the company vehicle is maintained; report any repairs required to operations.

## Qualification Required:

- 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/innovated in developing strategies to connect with and provide supports to youth.
- A strong knowledge of the developmental needs of students/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 Ave  
Winnipeg, MB R2W 2A8  
Email: [recruitment@ndinawe.ca](mailto: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.**