



huu ay aht

ANCIENT SPIRIT, MODERN MIND

POSITION: CHILD & FAMILY WELLNESS MANAGER

Location: Port Alberni Government Office (with travel to Anacla as required)

Salary: \$75,000 - \$85,000

Authority Relationship: Reports to the Director of Child & Family Wellness

Function and Job Summary

Huu-ay-aht First Nations (HFN) is demonstrating leadership and commitment in bringing Huu-ay-aht children home and strengthening support for citizens and families across all life stages. The Child & Family Wellness Manager plays a critical leadership role in ensuring that HFN's Child & Family Wellness Department meets these goals through prevention-focused programming, trauma-informed practices, and culturally grounded approaches.

This position provides direct management to a team of front-line staff, ensuring high-quality service delivery, alignment with the "Bring Our Children Home" initiative, and ongoing collaboration with community and government partners. The successful candidate will embody Huu-ay-aht's Sacred Principles—?iisaak (Respect), ?uu?ałuk (Caring), and hišuk ma čawak (Everything is One)—and uphold HFN's organizational values of Professionalism, Respect, Health, Effective Communication, Trust, and Support.

Key Accountabilities

- Implement, monitor, and adjust program policies and procedures aligned with the "Bring Our Children Home" Social Services Report.
- Provide daily supervision, mentorship, and performance management for front-line staff.
- Report regularly to the Director of Child & Family Wellness on key files, budgets, and team performance.
- Lead weekly staff meetings, case management reviews, and debriefing sessions.
- Manage intake processes and maintain the post-majority client list.
- Oversee the administration of assigned projects, including work plans, budgets, and briefing materials.
- Develop and deliver community-based programs and culturally grounded family activities.
- Assess citizen needs and implement strategies to close service gaps.
- Foster collaborative relationships with MCFD, Delegated Aboriginal Agencies, and community partners.
- Ensure that cultural plans are maintained and facilitate traditional family and community events.
- Participate in integrated case management, strategic planning, and grant writing.
- Promote a high-performance, respectful, and trauma-informed team environment aligned with HFN's values.
- Provide after-hours and weekend child protection and intimate partner violence support on rotation.
- Monitor and ensure all client files are complete, professional, and compliant with standards.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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Operational Requirements

- Valid Class 5 Driver's License.
- Willingness and ability to travel (including overnight and weekends).
- Ability to work overtime, evenings, and weekends as required.
- Successful completion of employment, reference, and education/credential verification checks.
- Uphold confidentiality and professionalism at all times.
- Promote HFN's values and strategic goals within daily operations.

Education and Experience Requirements

- Bachelor's degree in Child and Youth Care or Social Work preferred.
- Minimum 3 years of experience working with Indigenous families and communities, with knowledge of issues impacting First Nations peoples.
- Minimum 2 years of management or supervisory experience in child protection, family wellness, or social service programs.
- Strong knowledge of the *Child, Family and Community Services Act*, child protection systems, and family dynamics.
- Training in trauma-informed practice, cultural safety, and lateral violence prevention.
- Demonstrated success in planning, organizing, managing, and evaluating community-based programs.
- Experience writing grant proposals, government reports, and managing project budgets.

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

To Apply:

Please submit your cover letter and resume by **November 14, 2025** to jay.g@huuayaht.org, or by mail to:

Attn: Human Resources Department
Huu-ay-aht First Nations Government
4644 Adelaide Street, Port Alberni, BC V9Y 6N4

Please quote "Child & Family Wellness Manager Job Posting" in your application.



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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other