



huu ayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Full Time Permanent Position: Oomiiqsu Director

Location: Oomiiqsu, Port Alberni

Salary: \$90,000 - \$115,000

Authority Relationship: Reports to the Executive Director

Oomiiqsu (Aboriginal Mother Centre), is looking for a strong individual that can provide management and oversight of a brand-new centre.

Position Summary:

Working closely with the Executive Director and Director of Child and Family Wellness, the Oomiiqsu Director is responsible for the management, oversight, policy development, and program delivery for Oomiiqsu (Aboriginal Mother Centre) and the Oomiiqsu Child Care Centre. Oomiiqsu is an alternative 24-hour service delivery model that will keep Indigenous children and their mother's together and out of the foster care system. Through the provision of culturally appropriate and wrap-around supports, family violence and protection concerns will be addressed, and Social Determinants of Health outcomes will be achieved. To meet the needs of residents, a Childcare Centre and Transitional Housing will also be made available under the Oomiiqsu umbrella.

Key Accountabilities:

- Partnering and collaborating with BC Housing Corporation regarding project development and completion and annual operational costs.
- Department Management which includes program development, implementation and ongoing evaluation and policy development for Oomiiqsu, Transitional Housing and Oomiiqsu Child Care Centre.
- Financial management and accountability such as budget development oversight and tracking of expenses, contract preparation and implementation. Grant applications and funding reporting.
- Human Resources management which includes, but is not limited to, preparing job descriptions, completing all hiring for Oomiiqsu program staff and Oomiiqsu Child Care Centre staff, staff Performance management.
- Oversight management of daily operations of Oomiiqsu, Oomiiqsu Transitional Housing and Oomiiqsu Child Care Centre including, tracking and maintaining statistical data for the centre.

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

- Promoting a healthy & safe work environment in alignment with the HFN's values, culture, and business goals.
- Additional priorities could be assigned as per the direction of the Executive Director.

Job Requirements and Operational Abilities:

- Valid class 5 driver's license
- Class 4 driver's license an asset
- Standard First Aid and CPR
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, criminal records checks, reference checks, and education/credential verification.
- Willingness to uphold and learn the HFN Organizational Vision, Mission and Human Resources Values: Professionalism, Respect, Health, Effective Communication, Trust, and Support and HFN Principles, culture, and history. **(Appendix A)**
- Ability to work in an adapting environment of fluctuating and unpredictable demands and conflicting deadlines and priorities.
- Ability to have strong communication, both oral and written. Communication is essential for this position to have a successful program.
- Ability to maintaining confidentiality and neutrality.

Education and Experience Requirements:

- Hold a Bachelor's Degree in Child and Youth Care, Social Work.
- Have a minimum of 3-5 years' work experience in a related management position, management of Transitional Housing projects and programs.
- Have 2-3 years' experience working for an Indigenous government and/or organization.
- Experience and working knowledge of Child, Family and Community Service Act - Child, Family and Community Service Regulation
- Experience in Community Care and Assisted Living Act - Child Care Licensing Regulation

Personal attributes:

- **ʔiisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.
- **ʔuuʔatuk / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma ćawak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting,

considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail attn: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Oomiiqsu Director Job Posting. Closing date for this position is February 18, 2024.

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huu ay aht

ANCIENT SPIRIT, MODERN MIND

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 don't 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, don't 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 aren't 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
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other