huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Oomiiqsu Manager
Permanent Full Time: 75 hours Bi-weekly
Location: Oomiiqsu (Port Alberni)
Salary: $70,000 - $85,000
Authority Relationship: Reports Directly to the Director of Child & Family Services

ʔumʔiiqsu (Oomiiqsu) Services

Oomiiqsu (Mother Centre) is an alternative service delivery model that prevents children from coming into the foster care system by providing live-in, 24- hour, wrap-around supports to Indigenous children (ages 12 and under) and their mothers. Through culturally centered programming, mothers and their children will have the opportunity to live free of the impacts of intimate partner violence, address gaps with respect to Social Determinants of Health, and address protection concerns.

Job Description Summary

The Oomiiqsu Manager (Mother Centre) will report to the Director of Child & Family Services and supervise a team of Housing Workers staff. They will play an integral role in contributing to and executing the strategic direction of Oomiiqsu (Mother Centre), setting and delegating clear priorities in the development of initiatives and programs. They will be responsible for the oversight of services, facility and programs, ensuring the efficient and effective day-to-day operation of Oomiiqsu (Mother Centre) using a family centered and harm reduction approach.

Key Accountabilities:

- Support the Director in formulating the vision, setting out the strategic priorities, and developing the work plans for Oomiiqsu
- Responsible for the day-to-day operations of the housing programs including the intake and referral programs, managing the operations budget, managing the resource planning and talent development for housing staff, and ensuring all health safety requirements are effectively maintained.
- Put forward proposals for new services and programs, overseeing operations, identifying and responding to policy issues that impact mothers and their children.
- Partnering & relationship building by establishing key strategic partnerships to further Oomiiqsu mission and collaborative arrangements across sectors, community groups, agencies, research institutions, funders, government, and other non-profit organizations to build effective partnerships to help achieve the goals of Oomiiqsu Centre

- Develop and review regularly policies and procedures that are consistent with Oomiiqsu and any HFN legislation and laws.
- Ensure that effective intake assessments for shelter and housing referrals are undertaken including screening families to assess appropriateness and fit to our services in addition to supporting the family in their transition to sustainable housing.
- Oversees interaction with residents regarding complaints, violations, applications for housing, and transfer requests, and ensures the appropriate handling of tenant files and protection of personal information.
- Human Resources Management by providing direct and indirect supervision to the Transitional Housing team, overseeing the scheduling of staff; Determine appropriate staffing requirements for programs and services. Manage and support staff through regular performance reviews, coaching, and mentoring the team effectively to meet the program goals.
- Financial Management by consulting with the Finance team to prepare annual operating budgets; managing the approved annual budget and ensuring adequate funding is available for new and existing programs, services, and operations; identifying new funding opportunities; and adhering to the approved annual budget and communicate in an efficient and timely manner to the Director about emerging financial issues that could impact the fiscal health of Oomiiqsu Centre.
- Work in partnership with the Manager of Oomiiqsu Child Care Center to align services; Ensure inspect of the centre for cleanliness, safety, and compliance with the BC Health and Safety Act;
- Carry out other duties as assigned by the Director of Child & Family Services.

Operational Requirements

- Cultural Sensitivity Training
- Trauma-informed Practice Training
- Valid class 5 driver's license and Driver's Abstract
- Willingness and ability to work overtime, including evenings and or weekends.
- Some travel, including overnight and or weekends.
- Successful background checks, employment verification, criminal record checks including vulnerable persons, reference checks and educations/credential verification.
- Ability to work in a performance-focused, fast-paced environment in alignment with Huu-ay-aht First Nations values, culture and business goals.

Educational and Experience Requirements

- Bachelor of Arts in Child and Youth Care or Bachelor of Social Work or Human Services Diploma
- Combination of education, demonstrated skills and lived experience and working knowledge and experience working with Child, Family and Community Services Act, Cycle of Violence and impacts of Intimate Partner Violence on women and children
- Minimum 2 years Management experience with a demonstrated ability to work independently and as part of a team.
- Technology experience using Microsoft Programs including Word, Excel, Power Point, Outlook, and on-line platforms.

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 Director, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Oomiiqsu Manager Job Posting. Closing date for this position is December 15, 2026.

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ANCIENT SPIRIT, MODERN MIND

Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. Iisaak 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
- Iisaak
- 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