



## **EMPLOYMENT OPPORTUNITY**

<b>Position Title:</b>	<b>Social Services Director</b>
<b>Classification:</b>	Full-time permanent (upon successful completion of probation)
<b>Salary Range:</b>	\$102,000-\$110,000 (commensurate with qualifications and experience)
<b>Start Date:</b>	May 2026
<b>Location:</b>	Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0
<b>Hours of Work:</b>	Monday to Wednesday 8:00 AM – 5:30 PM, Thursday 8:00 AM- 4:30PM (or as projects and deadlines dictate)

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### **POSITION SUMMARY**

The Social Services Director supports Magnetawan First Nation by ensuring programs and services are delivered for the community while respecting and including traditional values. Following MFN's mission and values, the Social Services Director achieves organizational objectives through the management of personnel, oversight of operations for social services programs, and serving as a member of the management team.

### **DUTIES AND RESPONSIBILITIES**

#### Social Programming and Services

- Responsible for overseeing all social services while ensuring a client-centered approach; conducting assessments and counseling of social assistance clients; develop a plan of action to assist the clients with the transition to training and employment
- Working collaboratively, including consultation, with all staff to proactively identify social unmet needs to facilitate early intervention and timely access to services and resources
- Develops and implements strategic goals, work plans, policies, and procedures to achieve community goals, client needs and funding partners' requirements
- Sources programming funding and prepares proposals as needed
- Works closely with community partners, professionals, and child and family agencies to assist with the ongoing development of programs
- Manages program and departmental budgets

#### Personnel Management

- Manages personnel by evaluating performance, providing mentorship and guidance, and ensuring compliance with WFN regulations, while ensuring a client-centred approach
- Evaluates staffing needs and assists with recruitment to ensure program personnel needs are met
- Provides recommendations regarding training needs and training effectiveness
- Assists staff with complex problems and provides guidance as needed

#### Senior Management and Administration

- Participates in weekly Director meetings and Chief and Council meetings as required, to discuss and develop organizational policies and procedures and plan organization-wide business and integration of services amongst departments
- Developing organizational strategic plans and goals
- Preparing briefing notes as needed
- Responding with other senior management members to critical incidents as needed

#### **QUALIFICATIONS**

- Degree or diploma in a field related to social services, or the equivalent in experience and relevant training
- Minimum of 4 years' experience in management
- Minimum of 3 years' experience in First Nations administration
- Strong knowledge of government legislation regarding social services
- Strong understanding of Ontario First Nation government systems and First Nation communities
- Experience with sourcing and obtaining federal and provincial funding
- Knowledge & experience in financial management and budget management
- Proficient with Microsoft Office Suites and possess strong computer skills
- Satisfactory Vulnerable Sector Police Record Check
- Must have a valid driver's license and access to a reliable vehicle
- Excellent communication/interpersonal skills are required to develop effective working relationships with clients and staff

#### **SPECIAL REQUIREMENTS:**

**Confidentiality:** The incumbent must maintain strict confidentiality in performing the duties. The incumbent must adhere to the Magnetawan First Nation Personnel Policy.

**Travel:** On occasion, some travel may be required.

A current **CPIC** with a vulnerable sector check is required.

A valid **Ontario Driver's license**.

Clean **drivers abstract**.

**How to Apply:** Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by mail, hand deliver or email to

**Magnetawan First Nation  
10 Regional Rd, Hwy 529  
Britt, ON P0G 1A0  
Email: [recruiter@magfn.com](mailto:recruiter@magfn.com)  
Closing date: Open until filled**