



*Ulkatcho*

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0  
PHONE 250-742-3260  
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**ULKATCHO FIRST NATION (UFN)  
CHILD & FAMILY SOCIAL DEVELOPMENT DIRECTOR**

**POSITION TITLE:** Child & Family Social Development Director  
**DIVISION:** Executive/Administrative Division  
**SUPERVISOR'S TITLE:** UFN Operations Manager

**PROGRAM**

The Child & Family Social Development Director (CFSDD) is responsible for the overall management of the operating, capital and financial affairs of the UFN Band and for the direct management of the day-to-day operating, delivery and administration

**PURPOSE OF POSITION**

The purpose of this position is to provide the overall direction and management of the income assistance program, strategic planning and development of child & family and social development services programs for the health and safety of community members of the UFN.

**WORK FEATURES AND CONTACTS**

The incumbent works independently, but takes direction from and reports directly to the UFN Operations Manager with regard to tasks and activities that are required to maintain the responsibilities of the position. The CFSDD is responsible for crisis intervention and integrated case management and to plan for the provision of any services that may be required for the well-being of the UFN members.

The CFSDD interacts with a wide variety of UFN members and UFN employments as well as internal and external representatives within various levels of the UFN government and non-Band representatives including:

- UFN Chief and Council
- UFN Committees and working groups
- Other First Nations communities
- External Agencies and Legislative Authorities
- Other stakeholders and special interest groups.

**SPECIFIC ACCOUNTABILITIES/DELIVERABLES (85%)**

- **Develops, strategically plans and manages the UFN Child & Family Social Development program.**
- Develop and manage the program including creating, implementing and reporting on program budget;
- Manage the ISC Social Assistance (SA) program to provide for the basic living needs of eligible community members . according to the BC Region Social Development Policy and Procedure Manual .by;
  - ensuring clients are eligible and monitor eligibility for SA upon application, monthly, annually and by maintaining strict confidentiality file system;
  - compiling and tracking statistical information for quarterly and annually reporting



- Review monthly statements of revenue and expenditure to ensure correct coding of expenditures and note any variances that may cause concern;
  - provide assistance to members completing application forms such as old age security, guaranteed income supplement, disability, child tax benefit and etc. as required;
  - Ensure provision of employment support services for clientele by working with Caribou Chilcotin Aboriginal Education and Training Services to develop training opportunities, increase skill development, achieve academic grade levels and remove barriers to help them reach their social and economic potential;
  - Promote the health and safety of children through on-going communication with the Ministry of Child and Family Development, Denisiqi Service Society and the families of children at risk.
  - Work with biologic and adoptive families for the placement of children in secure and permanent homes;
  - Responsible for planning and development of community service programs for the health and safety of community members through the Family Violence, National Child Benefit, and Community-Based Service funds;
  - Assist with the Breakfast Program for Nagwuntl'oo School children, funds for youth activities, special occasion food baskets or gift certificates and community kitchen for any community member who wishes to participate;
- manage the Homemaker Program by developing the schedule in cooperation with the Health Director and supervising staff;
- Prepare proposals to access additional funds to develop, organize and maintain:
    - family fun night - weekly
    - children and summer programming
    - Womens Wellness
  - Responsible for family and individual counselling, crisis intervention and integrated case management activities with co-workers, and other agencies involved in families in crisis or requiring assistance in managing difficult and challenging situations through case conferencing, support through referral to appropriate counselling or other service provider;
- .
- **As a member of an overall health team, the Child & Family Social Development Director (CFSD) participates on a number of committees and ensures strong communication with the UFN community (10%).**
    - a. **Participate on the new goal employment working group to implement strategy in phases**
    - b. **participate in the development of the health and wellness strategy for the community**
    - c. **participate in the development of a comprehensive community plan (CCP)**
  - **Other related duties as necessary (5%).**

### **FINANCIAL RESPONSIBILITY**

Administers an annual budget of approximately \$1.2M Social Development; \$.5M Children and Families.



### **SUPERVISION OR TRAINING DUTIES**

This position will supervise the Child & Family and Social Development staff and consultants/experts that are hired on a contract basis.

### **SPECIAL REQUIREMENTS**

Ability to deal with conflict and address lateral violence in the workplace.

### **TOOLS/EQUIPMENT**

Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, cell phones, telephones, sets-up audio-visual equipment for meetings and training events.

Uses computer applications such as databases, electronic mail, spreadsheets, word processing, powerpoint, publisher.

### **WORKING CONDITIONS**

Working together with UFN Band Administration staff as a team player from the UFN Band Administration Office located in Anahim Lake, BC.

### **SELECTION CRITERIA**

#### **Professional Certification, Education and Experience**

- Diploma or Degree in Social Sciences field or other relevant degree and a minimum of five years work experience with multi barrier, at risk and/or First Nations people  
Must have a valid BC Drivers license and transportation endorsement
- Must pass a Criminal record check and additional check for working with vulnerable population.

#### **Skills and Abilities**

- Working knowledge of health and social services policies and programs
- Able to connect and build relationships with others in a positive way;
- Strong knowledge of other activities that will assist with social development;
- Strong knowledge of budgets and program administration;
- Strong organizing, planning and coordinating skills;
- Able to communicate effectively (verbal and written);
- Ability to maintain and use computer database including Excel, Word and presentation systems;
- Demonstrated ability to successfully establish and maintain respectful, productive and cooperative working relationships;
- Ability to work in a cross-cultural setting; and
- Strong ethics and knowledge of confidentiality.



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**Rate of Pay:**

Dependant upon qualifications

**Deadline: This posting will remain open until filled**

**To Apply:**

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by personal delivery to the Office Manager or via email to [landerson@ulkatcho.ca](mailto:landerson@ulkatcho.ca) Please indicate "Child & Family Social Development Director Competition" in the subject line.

**Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.**

\*We thank all those who apply; however, only short-listed applicants will be contacted.