



Employment Opportunity

Position Title:	Social Services Director Band Rep
Location:	Magnetawan First Nation/Hybrid 10 Highway 529, Britt, ON P0G 1A0
Classification:	Full-Time Permanent
Reports to:	Executive Director
Term:	Full Time, Permanent
Salary:	\$52.78 per hour to \$59.86 per hour (\$96,060 - \$108,945 annually) (Commensurate with qualifications and experience) 35-hour work week (Monday – Thursday) 2-week Christmas closure
Closing Date:	Friday, September 12, 2025.

JOB DESCRIPTION & REQUIREMENTS

Reporting to the Executive Director, 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.

KEY RESPONSIBILITIES

- 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
- Other duties as assigned

Personnel Management

- Manages personnel by evaluating performance, providing mentorship and guidance, and ensuring compliance with MFN 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

- Participate 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

REQUIRED KNOWLEDGES, EXPERIENCES, AND SKILLS

- 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
- Drivers abstract
- Must have a valid driver's license and access to a reliable vehicle
- Ability to speak the Ojibway language would be an asset
- Excellent communication/interpersonal skills are required to develop effective working relationships with clients and staff

WORKING CONDITIONS

- Work is primarily performed in a standard office.
- Continuous periods of sitting at a computer are a standard requirement of this position. Walking for periods of less than one hour per day will be required on a regular basis.
- Traveling approximately eight times per year, overnight travel may be required.

Please submit a cover letter, resume, and three references to applyvia@mnp.ca by Friday, September 12, 2025 at 6pm EST. Preference will be given to Magnetawan First Nation Band Members and qualified individuals of Indigenous descent, but this post is open for all to apply.

Please include "Social Services Director" in the subject line.