



EMPLOYMENT OPPORTUNITY

Position Title:	Social Services Director
Classification:	Full-time permanent (upon successful completion of probation)
Salary Range:	\$102,000-\$110,000 (commensurate with qualifications and experience)
Start Date:	November 2026
Reports To:	Executive Director
Location:	Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0
Hours of Work:	Monday to Wednesday 8:00 AM – 5:30 PM, Thursday 8:00 AM- 4:30PM Occasional evening work and travel may be required.

Position Summary

Magnetawan First Nation is seeking an experienced, accountable and collaborative leader to manage its Social Services Department. Reporting to the Executive Director, the Director leads staff, oversees programs and funding, and supports accessible, culturally responsive services for children, youth, adults and families. The Director independently manages routine departmental operations, follows through on organizational direction and keeps the Executive Director informed of significant concerns, risks and decisions.

The portfolio includes assigned social assistance, prevention, child and family support, and post-majority Services programming. The Director works with Health, Education, Governance and external service partners to coordinate services and clarify shared responsibilities.

Program Leadership and Service Delivery

- Prepare and implement an annual departmental workplan and budget aligned with community priorities, Council direction and funding requirements.
- Monitor program delivery, service gaps and outcomes; recommend practical improvements and ensure timely follow-up on commitments.
- Oversee client assessment, service planning and referrals by appropriately qualified staff; support access to training, employment and community resources.
- Promote culturally responsive, trauma-informed and client-centered practices that respect MFN traditions, community knowledge and individual dignity.
- Address complaints and service-provider concerns respectfully, maintain professional boundaries and coordinate responses to critical incidents with appropriate partners.
- Oversee service-provider agreements, deliverables and performance within delegated authority; ensure concerns are documented and addressed.

Financial Management and Accountability

- Manage departmental budgets, forecasts and commitments; meet monthly with Finance to reconcile spending and review remaining funding.
- Monitor funding agreements, eligible expenditures and reporting deadlines; submit complete, accurate reports and identify funding risks early.
- Prepare funding proposals and budgets supported by a clear service rationale and realistic delivery capacity.
- Ensure procurement, departmental credit cards and expenditures follow MFN approval requirements; retain and submit supporting receipts, invoices and purchase documentation.
- Provide concise monthly reports on program progress, finances, staffing, risks and upcoming priorities, with recommendations where decisions are required.

Staff Leadership and Administration

- Supervise departmental employees, establish clear assignments and priorities, and monitor workloads, attendance and deliverables.
- Hold regular team meetings and individual supervision sessions; provide constructive feedback, mentorship and documented performance reviews.
- Address routine performance and workplace concerns promptly, working with HR and escalating significant matters to the Executive Director.
- Identify staffing and training needs and participate in recruitment and onboarding.
- Maintain secure, accurate program records and protect confidential client and personnel information.
- Participate in Directors' meetings and attend Chief and Council meetings as required; prepare briefing notes and implement approved decisions.

Required Qualifications

- Degree in social work, social services, public administration or a related field; an equivalent combination of relevant education, training and substantial experience will be considered.
- At least four years of progressively responsible management experience, including direct staff supervision, program delivery and budget accountability.
- At least three years of experience working in First Nations administration or delivering services with First Nations communities, with an understanding of First Nations governance and community relationships.
- Demonstrated success managing program budgets, funding agreements, financial forecasts and reporting deadlines.
- Demonstrated ability to coach employees, address performance concerns, manage competing priorities and maintain a respectful workplace.
- Experience developing workplans, policies, funding proposals and reports, with examples of completed initiatives and improved services.
- Working knowledge of requirements relevant to assigned social assistance, prevention, child and family, and post-majority Services programs, and the ability to keep that knowledge current.
- Sound judgment in sensitive situations, strong professional boundaries and a demonstrated commitment to confidentiality and ethical practice.
- Strong written and verbal communication, conflict resolution and relationship-building skills.

- Proficiency with Microsoft Office, budget spreadsheets and electronic records; ability to use data to monitor services and report outcomes.

Preferred Qualifications

- Experience leading prevention or post-majority Services programs and coordinating services across departments and agencies.
- Training in trauma-informed practice, crisis response, staff supervision or financial management.
- Professional registration relevant to the applicant's qualifications and duties, where applicable.
- Experience working respectfully with Elders, cultural knowledge holders, youth and families.

Conditions of Employment

- Satisfactory police record check, including a vulnerable sector check appropriate to the duties.
- Valid Ontario driver's license, satisfactory driver's abstract and access to reliable transportation for required travel.
- Ability to work on site and attend occasional evening meetings, community activities and required travel.
- Adherence to MFN personnel policies, confidentiality requirements and professional conduct expectations.

How to apply

Submit a cover letter, resume and proof of relevant education to recruiter@magfn.com, or deliver your application to Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0. In your cover letter, briefly describe your experience leading staff, managing budgets and improving social services. Applications will be accepted until the position is filled.

Shortlisted applicants may be asked to complete a practical leadership exercise and provide professional references. Only applicants selected for an interview will be contacted.