



Listuguj Mi'gmaq Government Permanent Job Opportunity

Position: Director of Social Services
Department: Social Development

Job Status: Permanent, Full time
Salary: To be determined

Information : Date of Posting – January 24th, 2012

Closing Date –When filled

The LMG is seeking a competent and motivated individual to take on the role of Director of Social Services. The incumbent will plan, organize and direct the social programs for the LMG. Accountable to the Chief and Council for the effective and efficient delivery of the Social Services programs. Responsible for the supervision of the directorate personnel as per the LMG policies. Develops and manages the directorate budget according to the policies of the LMG and as per provincial/federal requirements. Assists the Band Administrator to review government policies to determine their impact on the LMG. Increases the level of public participation in the development and implementation of policies and procedures for Social Services by means of boards, committees and working groups as required, to assist in identifying policy options, implementation strategies and measures of performance. Implements new policies and develops administrative procedures for same. Prepares (and presents as required) monthly reports for the Band Administrator on the activities, the budget, costs and delivery of services of the Social Services Directorate. Attends conferences, meetings and workshops as approved by the Band Administrator. Assists and provides administrative support to the LMG negotiating teams negotiating the transfer of responsibilities from funding agencies to LMG.

General Requirements :

Have a Master's or a Bachelor degree in social services or in business administration or have the equivalent practical experience of having implemented and managed social services programs of a First Nations community or an equivalent administration.
Ability to communicate in Mi'gmaq and French languages is an asset.
Willingness to learn the Mi'gmaq language is essential.
Demonstrate the creativity to plan, organize and manage the social services programs and activities of the Directorate and to help develop solutions for budgetary, operational or personnel problems.
Be able to use a computer to do budgeting, financial analysis, develop financial controls and reporting systems, research, reports or to develop proposals. Work in English (written and oral). Have a valid driver's license.

Hiring Priority: Listuguj Mi'gmaq followed by (in order) other Mi'gmaq, other First Nation persons and members of the general public.

Deadline for applications: Please forward your resume, covering letter and three references by Wednesday, February 8th, 2012 to: HR Department, Social Services Selection Committee, 17 Riverside West, Listuguj, QC G0C 2R0; or by email lmghr@listuguj.ca identifying in the subject area: *Social Services Selection Committee*.