



# KAHNAWAKE SHAKOTIA 'TAKEHNHAS COMMUNITY SERVICES

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## EMPLOYMENT OPPORTUNITY

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**JOB TITLE:** MANAGER OF PREVENTION SERVICES

**DURATION:** FIFTY (50) WEEK CONTRACT (with possibility of long-term employment)  
SIX (6) MONTH PROBATION

**RESPONSIBLE TO:** DIRECTOR OF FAMILY SERVICES, KSCS

### POSITION SUMMARY:

Under the supervision of the Director of Family Services, the Manager implements and coordinates a collaborative Prevention Services Program and directs and supervises the Prevention Services teams to ensure effective and efficient services are provided for clients of KSCS.

### RESPONSIBILITIES:

- Coordinate and implement a collaborative Prevention Service
- Work in conjunction with Support Services in service delivery to the community
- Participates in planning sessions of KSCS management and liaises the necessary information to Prevention team
- Participates in local, regional and national working groups/committees as determined by the Director of Family Services
- Secures additional funding for Prevention by conducting research on potential new funding sources & submitting proposals approved by the Director of Family Services
- Direct and supervise the Prevention Services team
- Provides leadership and supervision to team coordinators and staff in the implementation of service delivery activities, goals and objectives of the Prevention Services
- Carries out supervisory responsibilities: recruiting appropriate staff, addressing complaints, resolving problems; training employees; directing specific work, appraising performance and in collaboration with HR in terminating employees when necessary
- Conducts annual sessions with Prevention Services team to ensure work plans, tools, projects and services align with the Strategic Framework of KSCS and emerging needs noted by KSCS management
- Ensures Prevention Services team conducts relevant research to identify emerging needs, develop annual work-plans and budgets to respond to these needs
- Ensures Prevention Services team develops and institutes procedures and/or controls to support service delivery, promote communication and adequate information flow within the Prevention Services team, the organization, external organizations and community
- Ensures team develops the necessary tools for service delivery (policies, SOP's, info sessions)
- Establish and monitor appropriate accountability methods

### QUALIFICATIONS AND KNOWLEDGE/SKILLS/EDUCATION REQUIREMENTS:

- Lifestyle must reflect that of a positive role model;
- Bachelor Degree in Human Services field and five (5) years of experience in management and supervision in related field, or:
- CEGEP preferred in related discipline, or:
- Minimum high school diploma with formal training in Human Services & Community Development and five (5) to seven (7) years management/supervisory work experience in Human Services

### REQUIREMENTS:

- Sound problem solving and analytical skills using collaborative decision-making, open to challenges
- Good understanding of government systems (local, regional, national – aboriginal and mainstream) and funding sources
- Experience in conflict resolution and able to manage conflict
- Experience in program development and planning
- A valid driver's license and access to a vehicle, some travel is required
- Regular work week, requiring some overtime on evenings & weekends
- Moderate to high stress environment
- Candidates will be required to sign a Privacy Waiver allowing a security check to be performed.
- Successful applicants may be required to undergo psychological evaluation to determine suitability for position.

### WORKING CONDITIONS:

- Flexible, 35 hour workweek, some evenings & weekends

**SALARY:** To be discussed, commensurate with education and experience.

**APPLY TO:** Human Resources  
Kahnawake Shakotia'takehnhas Community Services  
P. O. Box 1440, Kahnawake, QC J0L 1B0

**Important Note:** You must include resume, letter of intent, Criminal Convictions Check Form, and copies of your certificates/diplomas/degrees along with your completed application form. Full job description and application forms available at the Kahnawake Shakotia'takehnhas Community Services Reception, Kahnawake Services Complex, 2nd Floor. For further information, please call (450) 632-6880 and ask to speak to a Human Resources Administrator.

**CLOSING DATE:** August 6<sup>th</sup>, 2010, at 4:00 p.m.