



# MOHAWKS OF THE BAY OF QUINTE

## KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE  
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0  
Phone 613-396-3424 Fax 613-396-3627  
Website: [www.mbq-tmt.org](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** Manager – Mohawk Family Services

**Posting Type:** Internal/External

**Program:** Mohawk Family Services

**Location:** Community Wellbeing Centre, Tyendinaga Mohawk Territory, ON

**Position Type:** Full Time

**Duration:** Permanent Position

**Posting Closes/Deadline:** March 24, 2024 by 11:59pm

**Tentative Interview Dates:** TBD

**Salary Range:** Pay Grade Level F (\$81,827.20 ~ \$88, 878.40)

### About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

### Position Summary:

The Mohawk Family Services Manager will be responsible for planning, managing, and delivering of the overall management of the Mohawk Family Services program. Managing will include all components including the financial, human, and material resources of the program.

### Reporting:

This position will report to the Director of Community Wellbeing.

### Summary of Main Responsibilities:

- ✧ Overall supervision of support staff and team lead, holding individual and departmental meetings weekly, conducting performance evaluations, and creating maintaining all associated documentation for employee supervision files
- ✧ Write and or revise the program policies, procedures, practice standards and processes and ensure staff are adhering.
- ✧ Make recommendations, provide coaching about how to best provide support for youth and their families by ensuring services are evidenced-based and culturally appropriate to meet the needs.
- ✧ Maintain ongoing communication with internal and external clients and groups to ensure a high level of service to be provided to membership.
- ✧ Manage department budget and develop team work plan in accordance with Mohawks of the Bay of Quinte policies, vision in collaboration with Community Wellbeing Director and CAO
- ✧ Oversee the quality and completion of all related paperwork including reporting to funding agencies.
- ✧ Meet monthly with Finance Department(or as necessary)
- ✧ Participate in grant writing, grant reporting, and funding compliance requirements.

- ✧ Oversee all child welfare prevention outreach programs and engage the community through consultations regarding communities
- ✧ Ensures reporting is completed on time and a high quality
- ✧ Using statistics, watching trends and other information to understand future needs for additional staff or expansion of programs/services.
- ✧ Meets regularly with other appropriate department managers that provide children and family services. (Good Minds, OW, Etc)
- ✧ Meet and consult with Legal Counsel for advice and required direction on regular basis
- ✧ Support the development and implementation of First Nation based jurisdiction including governance and jurisdiction discussions, or developing a law that includes child and family safety, as well as structures, processes and services to support full and proper implementation.
- ✧ Other duties as required

### **Requirements:**

- ✧ Master or bachelor's degree in the field of Social Work with 3 years experience in a management position;  
**OR**
- ✧ Diploma in the field of Social Work with 5 years experience in a management position
- ✧ Must be approved by the Ministry to provide Clinical Supervision
- ✧ Registered with the Ontario Association of Social Workers
- ✧ Experience in a First Nations setting preferred
- ✧ Must provide a clear VSC (documentation will be required if successful applicant)
- ✧ First Aid and CPR an asset (and must be willing to take the training if hired)
- ✧ Valid Driver's License and vehicle

### **Knowledge, Skills and Abilities:**

- ✧ Experience with computer programs (i.e., Microsoft Office, email, and internet)
- ✧ Demonstrated commitment to and knowledge of traditional healing practices
- ✧ Demonstrated ability to provide leadership, coach, and motivate staff
- ✧ Well developed interpersonal, public relations and relationship building skills
- ✧ Excellent organizational, time and file management skills
- ✧ Ability to maintain strict confidentiality
- ✧ Demonstrated ability to work with Indigenous population and sensitive to Indigenous issues
- ✧ Understanding of the impacts of colonization, residential schools, and intergenerational traumas

### **Behavioural Competencies:**

- ✧ Must be an empathetic and non-judgemental person
- ✧ Must maintain strict confidentiality
- ✧ Be honest, respectful, and trustworthy
- ✧ Possess cultural awareness and sensitivity
- ✧ Be creative and flexible
- ✧ Demonstrate sound work ethic
- ✧ Demonstrate keen attention to detail

### **Application Process:**

- ✧ *Internal Postings are for members of MBQ or active employees only*
- ✧ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ✧ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ✧ *Late applications will not be considered*
- ✧ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ✧ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte  
24 Meadow Drive  
Deseronto, ON K0K 1X0  
ATTN: Careers

By Fax: 613-396-3627

By Email: [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

For more information or a detailed job description, please contact Jordan Brant at (telephone) 613-396-3424 ext. 120, (telephone or text) 613-813-6417 or (email) [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org) To find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://www.mbq-tmt.org)

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