



DZAWADA'ENUXW FIRST NATION

Job Posting

Title: Administrator

Status: Full-time

About Dzawada'enuxw First Nation:

The Dzawada'enuxw First Nation of Kingcome Inlet is an isolated community with travel in and out by seaplane or by boat only. Their community, Ukwanalís Village, is based alongside the Gwa'yi (Kingcome) River on the mainland in a glacier fed river valley, surrounded by tall mountains, across from the Northern tip of Vancouver Island.

Dzawada'enuxw First nation, has an on reserve population of about 83 and an off reserve population of about 450 totaling 530 band members. During the summer months the community population increases as older youth return home after the school term, and seasonal workers return home as well.

At the heart of the Village you will find the gukwdzi (Bighouse) Himanis. In the Kwak'wala language Himanis means "standing forever".

The Lilawagila School offers the Little Wolf Headstart program for ages 2-5, a Primary classroom from Kindergarten to grade 4 and an intermediate classroom from grade 5 through 8. For these young ones Lilawagila School provides cultural teachings, Kwak'wala language skills and an academic education. In later years the older youth go to boarding homes in other communities for their education or are home schooled.

The Community Health Centre is one of the main gathering places used in the Village. The Centre has a Health Team, consisting of a Doctor, Nurse Practitioner and Nurses who travel in on a regular basis. Offering a number of community services like the Community Kitchen Nutrition, Diabetes Wellness, Alcohol & Drug Counseling and other community programs. The Health Centre is used for various annual events and celebrations.

The Band Office/Finance building, the Stewardship Office and the Post Office. The Band employs 20 full time and 6 to 10 part-time and casual employees.

The community has an Adult Learning Centre.

What We Offer:

Our success is built on the drive, initiative and dedication of our people. With a highly engaged community-focused culture, we are passionate about creating a great community.

Working at Dzawada'enuxw First Nation you can expect:

-) Competitive salary
-) Kingcome Inlet is a remote community that has untouched beauty and wilderness
-) Comprehensive medical and dental benefits
-) Company pension plan
-) Training, professional development and tuition reimbursement

Position Summary:

The Band Manager is the senior management position responsible for the management, administration and delivery of all Dzawada'enuxw First Nation programs and services. The Band Manager will ensure that the needs of DFN are met in a reasonable, effective and efficient manner.

Scope:

Reporting to the Dzawada'enuxw First Nation Council, the Band Manager will oversee and is responsible for all operations of DFN. The Administrator will ensure that all operations are conducted in a respectful and responsible manner, ensuring that all decisions and actions are within policy and accepted practice.

Key to this position is ensuring that goals and objectives, established by Dzawada'enuxw First Nation Council on behalf of the nation, are implemented and reported on according to the Strategic Planning process.

The Band Manager oversees all departments and department heads of Dzawada'enuxw First Nation including:

-) Finance & Administration / Human Resources
-) Governance
-) Housing
-) Health & Social Development
-) Education
-) Operations & Maintenance
-) Lands, Marine & Resources
-) Capitol, Energy & Policy Development
-) Economic Development

The Band Manager is also the main administrative contact for government agencies and departments, private industry and any other individuals or groups operating in Dzawada'enuxw First Nation.

The Band Manager must ensure that all reporting and contractual requirements are met in all operating and administrative areas; this is integral to ensure ongoing required funding. The Band Manager must ensure that all business and operations are conducted in a responsible, confidential and ethical manner.

Core Responsibilities:

Financial Management and Strategic Planning:

-) Oversee the annual Dzawada'enuxw First Nation Office and department budgets.
-) Submit finalized budgets to the Finance Committee for presentation to Dzawada'enuxw First Nation Council.
-) Ensure monthly financial statements are prepared and available for review by Department Managers and Dzawada'enuxw First Nation Council.
-) Ensure that all budget adjustments and recommendations are vetted through the Finance Committee.
-) Ensure The Dzawada'enuxw First Nation audit is completed in a timely and efficient manner.
-) Work with the Finance Administrator and department to ensure financial controls, efficiencies and systems are in place.
-) Manage, oversee and pursue funding management and development opportunities.
-) Prepare and manage funding application, proposals as required.
-) Ensure all reporting requirements and deadlines are met regarding funding requirements.
-) Assist Department Managers in preparing funding applications and proposals.
-) Participate in economic development initiatives to ensure community is aware of opportunities.
-) Work with community members to assist them in successfully engaging in economic projects and initiatives.
-) Ensures that all contracts and financial transactions are conducted according to Dzawada'enuxw First Nation policy.
-) Advises Dzawada'enuxw First Nation Council on financial matters. Provides the Council with detailed monthly financial statements as directed in the *Financial Administration Manual*, and interprets financial information upon request.
-) Oversees that DFN financials are in accordance with accounting procedures as stated in the *DFN Financial Administration Policy Manual*.
-) Ensure that the DFN policies are current with laws, regulations and related policies; understand the full context of external laws, regulations and policies so that they are properly considered.

Human Resources Management:

-) Supervision of DFN staff and programs ensuring that the daily operation of DFN's departments and services run smoothly and efficiently.
-) Meeting weekly with Program Manager's to review program activities, progress, priorities, budgets, and any other item of concern.
-) Ensure that Human Resources Policies and Procedures are followed.
-) Ensure that Health and Safety guidelines and policies are followed.
-) Ensure DFN has an environment free of harassment and violence.
-) Manages human resources, in accordance with DFN's policies and procedures, and recommends and carries out action with respect to staffing, leave and attendance, performance management, performance evaluation, training and professional development, progressive discipline and termination, and monitors sub-delegated human resource responsibilities carried out by departmental supervisors, (e.g. performance appraisals for own staff).

Council Support:

- J) Oversee and ensure managers are working with Dzawada'enuxw First Nation Council Committees.
- J) Attends Dzawada'enuxw First Nation Council meetings; attends committee meetings as requested.
- J) Provides Dzawada'enuxw First Nation Council with monthly reports on programs and operations. Provides Council with detailed monthly financial statements.
- J) Recommends to Dzawada'enuxw First Nation Council changes and/or improvements to DFN facilities, services, programs and policies.
- J) Ensures Dzawada'enuxw First Nation Council meetings are held on a regular basis.
- J) Prepares agenda for Dzawada'enuxw First Nation Council or committee meetings in cooperation with Chief or committee chairperson.
- J) Act as a liaison between Dzawada'enuxw First Nation council and the DFN community.
- J) Act as the liaison and public relations officer for the Dzawada'enuxw First Nation council in matters of the administration.

Administration Management:

- J) Communicates on behalf of the Dzawada'enuxw First Nation with: other First Nation's; organizations; agencies; and federal, provincial, or municipal officials or departments.
- J) Publishes Dzawada'enuxw First Nation Council programs and policies. Advises and counsels individual DFN members on programs and policies.
- J) Prepares and submits to Dzawada'enuxw First Nation Council statements, information and reports related to these duties as required.
- J) Ensures that administrative systems and records management systems are up to date
- J) Ensure the DFN's Policy and Procedures Manuals are up to date.
- J) Ensure all correspondence, reports and other pertinent documents are handled professionally and efficient manner.
- J) Ensure the Dzawada'enuxw First Nation is kept current on all legislation, directives, policies, regulations and procedures. This may be accomplished through communications with government agencies, tribal councils, meetings, workshops, seminars and other mediums.

Operations and Management:

- J) Develops and maintains effective working relationships with external partners and stakeholders including governments, regional health authorities, and Aboriginal organizations, for the purpose of advancing the best interests of DFN.
- J) Responsible for management of the system of internal controls which exists to safeguard all assets of the organization. Errors and omissions may result in the loss or misuse of organizational resources.
- J) Ensuring the proper maintenance, use, repairs and occupancy of DFN buildings, equipment and assets.
- J) Ensure capital projects are funded adequately and work is performed within budget, standards and deadlines.
- J) Ensure Dzawada'enuxw First Nation bylaws are adhered to.

- J Handling of crisis matters which arise on a day-to-day basis, and pass on relevant information to the appropriate DFN staff or Dzawada'enuxw First Nation Council member.
- J Upon authorization, negotiates agreements on behalf of the Chief and Dzawada'enuxw First Nation Council, with final approval provided by Chief and Council.
- J Ensure the use of outside contractors and services are within budget and are planned and managed.
- J Act as the Emergency Operations Centre Director in the event of an emergency for Dzawada'enuxw First Nation.

Knowledge and Abilities:

- J Degree, Diploma or Certification in Business Administration and/or an equivalent education and experience.
- J Good communication skills, oral, written presentation skills.
- J Good computer skills and record management.
- J First Nations knowledge and experience.
- J Cultural competency and knowledge of the cultural traditions and practices.
- J Management, leadership, motivation and team building principles and approaches to contribute to Management Team organizational and staff initiatives, establish, maintain effective relations and to manage departmental teams.
- J Governance, financial and human resources management theories, principles and practices, and knowledge of DFN's policy framework (i.e. Financial, HR and Council governance), to effectively contribute to the management of DFN and ensure departmental compliance with policies, standards and requirements.
- J Writing and editing skills to develop reports, presentation and briefing materials, and correspondence for a variety of audiences, Council, Managers and funding agencies.
- J Verbal, presentation and public speaking skills and the ability to provide often complex information in a straight-forward and clear manner.
- J Reading skills and the ability to interpret the underlying intent and/or slant of written materials to analyse policy, program, financial and HR information and understand the key issues.
- J Super user of workplace technology, i.e. computer and business applications and software. Advanced knowledge of tools like Google calendars, document sharing, conference and video applications for effective communication internally and externally off reserve.

Qualities:

- J Management, leadership, motivation and team player
- J Conflict resolution and mediation
- J Ability to work independently
- J Effectiveness and interpersonal skills
- J Honesty and trustworthiness
- J Ability to maintain confidentiality
- J Commitment to a healthy lifestyle

Key Relationships:

-) Dzawada'enuxw First Nation Council
-) Work with DFN Department Heads
-) Liaise and work with high level government official's on behalf of the DFN Administration and Management
-) Liaise and work with outside agencies and vendors that pertain to the DFN Administration and Management

Working Conditions:

-) Adaptable to schedule changes
-) Smoke and scent free environment
-) Harassment and violence free environment
-) Work is performed in an office environment with occasional travel requirements
-) Must be willing to relocate and to work full time in the community only.

To learn more about DFN visit www.kingcome.ca. To join our team and make a difference with Dzawada'enuxw First Nation! Apply today E: dfn.administrator@kingcome.ca submitting a cover letter, resume and position reference.

Please note that only short-listed candidates will be contacted.