



Job Title: Children & Families Manager

Department: Administration

Reports To: Band Administrator

Hourly Wage: \$44 - \$50 per hour

Employment Type: Permanent full-time (40 hours per week)

Due Date: Open until filled

About the Role

The Children & Families Manager oversees and conducts program development and work planning in the Child and Family Services Department. This role includes direct supervision of department staff, ensuring they are effectively supported, guided, and held accountable for meeting program objectives. The Manager is responsible for fostering a productive and professional work environment, ensuring that services align with community priorities and standards.

Key Duties & Responsibilities

- Provide leadership, supervision, and support to Children & Families staff, including Cultural Youth Worker, Family Support Worker, and Band Designate
- Plan, coordinate, and oversee all Child and Family Services programs and activities
- Work directly with individuals and families providing advocacy, resources, and support
- Assess community and client needs and ensure appropriate services and referrals are in place
- Liaise with external agencies including Ministry of Children and Family Development (MCFD), NIL TU,O Child & Family Services, South Island Wellness Society, and other partners
- Participate in case planning, parent support meetings, and advocacy with MCFD Social Workers
- Ensure adherence to policies, legislation, confidentiality, and ethical standards
- Support recruitment, onboarding, training, and performance management of staff
- Conduct regular team meetings, performance evaluations, and coaching
- Develop and manage program workplans, budgets, reporting, and funding opportunities
- Ensure staff have clear objectives and are accountable to program outcomes
- Facilitate a professional, collaborative, and culturally grounded work environment
- Participate in on-call rotation for after-hours support related to Child & Family Services
- Attend meetings, community events, and leadership tables as required
- Perform other related duties as assigned

Qualifications

Required

- Post-secondary education in Social Work, Human Services, or related field (or equivalent experience)
- Strong leadership and supervisory experience
- Knowledge of Child and Family Services systems and legislation
- Understanding of First Nations governance, culture, and community-based service delivery
- Ability to manage multiple programs and priorities
- Strong communication, conflict resolution, and relationship-building skills
- Ability to maintain confidentiality and professionalism in sensitive situations
- Strong organizational and administrative skills
- Valid Class 5 BC Driver's Licence
- Satisfactory Criminal Record Check with Vulnerable Sector screening
- Ability to work flexible hours, including evenings and weekends as required

Preferred

- Experience working in Child and Family Services or a related field
- Supervisory or management experience
- Knowledge and understanding of T'Sou-ke culture and values
- Preference given to T'Sou-ke Nation candidates

Benefit Package

- Extended health care (Dental, Vision, LTD, Life)
- Pension Plan (5% Matching)
- 3-weeks paid vacation time to start that can be taken after first year of employment
- Note: Work on reserve, tax exempt income for status employees

How to Apply

Please submit your resume to the Human Resources Department at humanresources@tsoukenation.com.

We appreciate all applicants but only those that are shortlisted will be contacted.