



# NITINAHT WEEKLY

September 04<sup>th</sup> –September 11<sup>th</sup> 2019



Queen Size Bed For sale  
I Paid \$2000 asking  
\$800

Stand up white freezer  
\$250

Contact Walter Edgar

## JOB POSTING

**ROLE TITLE:** Community Services Manager  
**DEPARTMENT:** Administration  
**REPORTING TO:** Ditidaht First Nation Administrator  
**LOCATION:** Ditidaht First Nation Office



**Ditidaht**  
FIRST NATION

### JOB SUMMARY

Reporting to the DFN Administrator, the DFN Community Services Manager plans, directs, coordinates, implements and evaluates all programs and activities in relation to Community Services Department. The Manager coordinates programs, activities and services that relate, in any way, to Ditidaht Community Services and ensures that all matters are dealt with in a timely, ethical and professional manner. They provide expert professional assistance to the Administrator and Chief and Council in areas of expertise, including health-care, child and family services, social development, elders' and youth services and supports, financial assistance, and post-secondary education. Other responsibilities include policy development and administration of program planning related to Community Services

### DUTIES AND RESPONSIBILITIES

The Community Services Manager's role includes the following responsibilities:

- Continuously develop and acquire own knowledgs on Community Services
- Develop annual Community Services Plan
- Develop Community services policies
- Responsible for day to day operation of Department
- Responsible to manage Community Services human resources with Adminsitrator
- Supervising staff and staff development
- Responsible for planning and overseeing financial aspects of Community Services
- Continuously look for grants/funding and submit proposals for Community Services

### PERSONAL CHARACTERISTICS

- Strong interpersonal skills and ability to work well within a team
- Able to work well and respectfully with community members, maintaining confidentiality as appropriate
- Self-motivated and able to work independently and as part of a team
- Able to maintain confidentiality
- Strong interpersonal skills
- Able to handle conflict with sound judgement

### SKILLS/QUALIFICATIONS: (may be enhanced with training on the job)

- Bachelor Degree (Health, Social Work, Education, Management) preferred
- Strong oral and written communication skills
- Public speaking and facilitation skills
- Well-organized and makes good use of systems to track tasks, schedules, etc.
- Ability to assist in proactively identifying and serving the communications needs of the DFN and Communities
- Strong planning, critical thinking and analytical skills and ability to find creative solutions to problems and project delivery requirements
- Working knowledge of Microsoft Office Word. Familiarity with Excel, PowerPoint, and Publisher are assets, or willingness to learn
- Ability to maintain good office systems, including electronic file management and use of online systems such as DropBox
- Current BC Driver's License (or willingness to obtain one). Vehicle an asset
- Financial knowledge and business skills
- Experience in health, education and social development programs

### LOGISTICS and PROCEDURES

- Hours of Work: 8:30 – 4:30 Monday to Friday (or as agreed upon with DFN Administrator)  
Note: Some communications activities such as conferences, meetings etc may require individuals to have a willingness and ability to work variable hours, including weekends and evenings.

**Please submit your resume and cover letter to Jeneen Hunt, Administrator**  
**Fax Number: 250-745-3332**  
**Email: [jhunt@ditidaht.ca](mailto:jhunt@ditidaht.ca)**  
**Deadline: September 17, 2019**

**.Only those shortlisted for an interview will be contacted.**

## **Homemaking Services**

To assist community members to live as independently as possible, Homemaking services can be provided to preserve and encourage the support provided by family members. Services may be provided to support elders at home, members requiring assistance after an injury or surgery, or a member with a health condition who may need some extra assistance.

Homemaking services are provided by the Band. The Homemaker is a worker hired through the Band. In some communities Homemaking services are not available if there is another capable adult residing in the home. The NTC Nurses will visit the member at home to discuss the needs of the member and the services available, and then forward a recommendation to the Band requesting Homemaking services.

Some of the services available are sweeping and mopping floors, vacuuming, cleaning windows, washing dishes, changing bed linens, doing laundry.

If you or a family member would benefit by having a Homemaker work with you, please contact **Kelita Sieber** at the Community Services Center at (250) 745-3331.

## Notice of Ditidaht Office Closure

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On Monday, September 9<sup>th</sup>, 2019 the Ditidaht offices will be ***CLOSED*** for an ALL STAFF meeting and will re-open on Tuesday, September 10<sup>th</sup> at 8:30am.

Including the following;

- Administration office
- Asabuus Daycare
- Community Services Office
- Natural Resources Office
- Public Works Department

*Thank you!*