

ONEIDA NATION OF THE THAMES

HUMAN RESOURCES
2212-A ELM AVENUE
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

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JOB POSTING

Position: Manager
Term: Permanent Full-Time
Department: Oneida Family Healing Lodge
Division: Community and Social Services
Salary: Competitive salary range
Hours: 40 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m., must be flexible to align work schedule with program requirements which will include some evenings, weekends and statutory holidays

Posting Date: February 6, 2025

Closing Date: February 20, 2025, at 4:30p.m.

JOB SUMMARY:

The **Manager** is responsible for overseeing the daily operations of the Oneida Family Healing Lodge (OFHL) program. This role includes direct supervision of the shelter services, support services, and administrative support teams. The Manager is also accountable for fiscal oversight, ensuring budget adherence, tracking expenditures, and managing fees for service contracts. Additionally, the Manager will support in preparing the annual work plan and ensure the timely completion and reporting of related activities.

The Manager plays an essential role in guiding, coaching, and mentoring supervisors, as well as supporting the recruitment, selection, and training of OFHL staff. Additionally, the Manager is involved in task observations and the implementation of corrective actions. This position also requires participation in meetings with both internal and external stakeholders and the completion of duties as assigned by the Director of Community and Social Services.

EDUCATION:

1. A Master of Social Work (MSW) is **preferred**.
2. Candidates with a Post-Secondary Degree in Social Work, Psychology, Human Services, Public or Business Administration may be considered.
3. Registration in good standing with the Ontario College of Social Workers and Social Service Workers is considered an asset.

EXPERIENCE:

1. A minimum of five (5) years experience in management and/or supervisory capacity.
2. A minimum of two (2) years experience working in a shelter or social services environment, preferably with women and children facing homelessness, domestic violence, or abuse.
3. Proven ability to manage budgets, track expenditures, ensure financial compliance, and oversee financial operations within a program.
4. Strong computer skills, including proficiency in Microsoft Office applications.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter **must** be included with your application addressing the qualifications outlined above.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent Vulnerable Sector Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interviews will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email

hr.recruitment@oneida.on.ca.