## JOB DESCRIPTION

| **Title** | COMMUNITY BAND ADMINISTRATIVE MANAGER | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT POSITION] | | |
| **Type** | FULL TIME/PART TIME, PERMANENT/TEMPORARY | **Effective Date** |  |
| **Exempt /**  **Non-Exempt** | EXEMPT/NON-EXEMPT | **Salary Grade / Band / Range** | [INSERT] |

**Job Purpose**

The Community Band Administrative Manager is responsible for providing administrative support to the Departmental Staff. To be specific, the Community Band Administrative Manager keeps, creates, and maintains the Band Representative Program, along with getting the training that is required to maintain the system. They also ensure that all the financials that are going through this program are well kept and maintained for reimbursement by reporting a concrete filing system for date and financials. They send all documentation and communication in a quick and timely manner and supervise the efficient and effective day-to-day operations of [Organization Name].

**Key Responsibilities and Competencies**

Specific duties include but are not limited to:

* Set up all Band Representative Staff Office equipment to start this Program and build the Band Representative Department.
* Create and maintain all Court Papers, Customary Care Documents, and other documents filed for disclosure from [Organization Name] or served upon our First Nation.
* Get involved in the recruitment and development of staff.
* Establish communication strategy for public awareness of programs and events to reach First Nation community members wherever they reside.
* Create and maintain a filing system with information gathering with all our members of open files with each CAS Organization.
* Obtain training as required to get the Band Representative Program up and going for our members.
* Create a reporting system with the Database on a regular basis with the team.
* Create a supportive, safe, and welcoming environment for staff and community members.
* Establish a relationship with ISC with the team for meetings and development, questions and answers.
* Coordinate meetings and take minutes for the Team and all parties involved.
* Prioritize work and learn new tasks.
* Coordinate a variety of operational and administrative processes.
* Take decisions to improve First Nation resource management.
* Collaborates with the leadership team to develop goals, strategy, budgets, and financing proposals.
* Bring issues to the surface as soon as possible in order to reach constructive solutions while keeping positive relationships.
* Build strong, cooperative relationships with internal and external partners, members, clients, and coworkers to create collaboration and partnership.
* Set a good example and a good example for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement.
* Coach employees and provide constructive criticism to help them achieve better.
* Contribute to the strategic performance of the company by connecting long-term vision and mission to daily work, defining individual and/or group goals, aligning goals with organizational objectives, and fostering employee commitment to this direction.
* Observe, identify, and organise underlying information concerns.
* Other duties as assigned.

**Key Qualifications**

* Social Work Diploma or related.
* Experience working with First Nation people.
* Must understand Court Applications and Customary Care Agreements.
* Knows financial data and forecasts the consequences of trends and difficulties
* Fully understands Customary Care Agreements.
* Knowledge and understanding of Bill C92.
* Knowledge of Provincial Child Welfare Regulations.
* Knowledge of our community and its practices.
* A valid G drivers licence.
* Ability to develop a Plan of Care for our members and ensure that the legal representative is aware of all Court Files.
* Ability to provide documentation to the Chief/Council when requested.

**Working Conditions**

* Work Schedule: [insert work times].
* Overtime or shift work (including weekends and holidays) may be required.
* Some travel may be required
* Ability to sit for extended periods of time.
* Exposure to sensitive and potentially emotionally upsetting information or situations.
* Training is provided upon gaining employment.
* Adherence to COVID-19 protocols, as required.