

**REGIONAL MANAGER –
Northwest Region**

Full Time Position – Grande Prairie, Alberta

Closing date: March 20th.2024

Native Counselling Services of Alberta's mission is to promote the resilience of the Indigenous individual and family, through programs and services that are grounded in reclaiming our interconnectedness, reconciliation of relationships and self-determination.

NCSA's Regional Manager will coordinate and supervise the activities and services of the various programs in the Grande Prairie, Alberta (Northwest Region).

Currently, we are looking for the ideal candidate to work with the staff, community organizations and various Indigenous organizations within the northwest Alberta area.

Specific responsibilities of the position include but are not limited to:

- Maintain and build effective communication and build positive relationships with First Nations, Inuit and Metis Settlements, community organizations, governments and the public.
- Recruit, hire and train new staff for the various programs within NCSA southern area offices.
- Monitor and manage program budgets and help the Director of Operations on budget and human resource allotments.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Degree, diploma or certificate in Human Services with previous supervisory experience and/or coaching and program development.
- Ability to seek out and build relationships with service providers and community members.
- Good understanding of the operation of service systems such as child and family services, justice, family court, housing and income support.
- Strong interpersonal relations, conflict resolution, leadership and time management skills.
- Strong organizational and administrative skills with effective oral and written communication.
- Proficient knowledge and working experience with databases, Microsoft office, Office 365.
- Ability to work flexible hours and work well under pressure with competing priorities.
- Must provide up to date criminal record, child intervention record check, valid Alberta driver's license.
- Must have a reliable vehicle with required liability insurance for the position.

Starting Salary: \$65,000.00 to \$75,000.00 annual

Please forward your resume and coverletter to:

Marg Milicevic, Manager, Human Resources

Email: careers@ncsa.ca

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the hiring process, please contact our Human Resource team.