

Ka na Kaat si nom (All Friends Place)

Program Manager

Full-time Fixed Term Contract until
March 31, 2024

About Aboriginal Friendship Centre of Calgary

The Aboriginal Friendship Centre of Calgary (AFCC) is a non-profit organization with a mandate to provide social, cultural, education and employment services to the Aboriginal peoples within the Calgary Metropolitan area. AFCC plays a regular and significant role in the daily lives of our members in many ways: providing care for our children, our elderly, our in need and our homeless; enabling access to cultural and spiritual care; offering referrals for suitable housing, food, clothing, pursuit of education, skill development and training; and building a resourceful Aboriginal community. AFCC's non-profit family is an expression of how we live, what we value, where we turn for comfort and where we turn when in need. AFCC is a community leader in the advocacy of Indigenous social and cultural services while serving as a support and community resource to other Indigenous Service Agencies on the local, provincial and national level.

Role Description

The Ka na kaat si nom - Program Manager is an administrative position responsible for the overall management of the Indigenous Seniors' Centre, including supervision of, and providing direction to, a team of Program Workers and Support Staff.

The Program Manager is required to provide mental health, substance abuse, and support services governed by the Indigenous principles of Respect, Responsibility, Accountability, and Discipline. They will work with a vulnerable population who struggle with addiction, homelessness, and mental illness. In addition, the Program Manager will work to:

- Develop networks that strengthen partnerships and build resources to assist Indigenous clients
- Establish community-based initiatives regarding education, awareness, and communications
- Develop partnerships and agreements for professional services (professional counselling, for example)
- Fulfill reporting requirement to funders
- Establish protocols for intake, assessment, consent, privacy, and client and staff safety
- Establish standards for mental health care support
- Ensure legislated requirements are met

- Develop policies and procedures related to client care
- Other tasks and responsibilities as needed

Required Qualifications

- Strong background and practical experience in working with Indigenous populations
- Familiarity and knowledge of Indigenous culture, protocols, and histories
- Degree or diploma in Recreational Therapy, Social Work, Human Services, Health Services or related field
- Minimum two years in a management position responsible for supervision of staff
- Minimum two years direct care experience providing mental health services, including experience with Intergenerational Trauma (IGT) and Post Traumatic Stress Disorder (PTSD)
- Experience working with community-based organizations, municipal governments, and federal/provincial departments
- Extensive proposal writing and fundraising knowledge
- Experience in addictions, healthcare, social work or health care coordination
- Working knowledge or community health and addictions resources (addiction, health, lifestyle, etc.)
- Knowledge of complex systems and jurisdictions affecting services to Indigenous clients
- Valid driver's license
- Criminal and Vulnerable sector check required
- Strong written and verbal communication skills
- Strong diplomatic and communication skills that can build positive and relevant networks
- Self-starter and comfortable working both in a team environment and independently

This position is on site daily supervision Monday – Friday (and as needed) 8AM-4PM.

Email Resumes or questions to info@afccalgary.org

Thank you for your interest but only applications selected for an interview will be contacted. Competition closes April 7, 2023 at 11:59pm.