



Healing Lodge Program Administrator
LOCATION: Dryden (Machin), Ontario
Open until filled

The Nita Gonéb Healing Lodge Program Administrator will be responsible for overseeing the day-to-day operations of Paawidigong First Nations Forum's Healing Lodge. The Program Administrator will be responsible for implementing and executing the programs objectives/goals as well as work collaboratively with a variety of services. The Healing Lodge Program Administrator will also be responsible for program administration, management, delivery of services, evaluation processes, implementation of the communications plan, and the successful sustainability of the program. Services include, but are not limited to, residential and day programming, prevention & promotion initiatives, case management, clinical assessment & guidance, and comprehensive referrals for clients to other inpatient treatment services or services outside of the community.

WHAT WE OFFER

- Competitive Salary
- Comprehensive Employer Paid Health Benefits
- Fifty-Fifty Cost Shared Pension plan
- Employee Assistance Program
- Professional Development

SUMMARY OF DUTIES/RESPONSIBILITIES

- Manage the day-to-day operations of the Nita Gonéb Healing Lodge and its programs
- Provide on-going supervision and mentorship to employees
- Maintain case management system
- Manage a variety of intervention services including residential, healing, addiction, and day programs
- Provide culturally sensitive individual and group counselling sessions
- Provide on-call services/coverage when required
- Liaise with local and community agencies
- Ability to conduct themselves with professionalism and in compliance with Ethical Guidelines
- Willing to travel to First Nation communities and other locations as needed

SUMMARY OF KNOWLEDGE & SKILLS:

- Post-Secondary education in the Social Services field or in mental health and addictions services
- Five years minimum of direct work experience in program Management, administration, supervisory duties, clinical assessment, counselling skills, and program development & evaluation
- Ability to incorporate culturally specific approaches to healing and programming
- Excellent management, leadership, problem solving, and decision-making skills

- Excellent interpersonal communication (written and verbal), organizational, and facilitation/training skills
- Strong knowledge of the traditions, culture, and history of Indigenous people
- Ability to work both cooperatively as a team member and independently
- Knowledge of community and First Nation resources and how to access them
- Fluency in the Anishinaabe language is an asset
- Excellent computer skills
- Must have a valid driver's license with clean driver's abstract and have use of a reliable vehicle

Please forward a cover letter, and resume with 3 References to:

Jennifer Turgeon
Human Resources Administrator
Email: hradministrator@pfnf.ca
Tel: (807) 223-5080 ext. 235
Fax: (807) 223-5012
www.pfnf.ca

We thank all candidates for applying; however, only those selected for further consideration will be contacted.

Paawidigong First Nations Forum Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals of all backgrounds, including Indigenous peoples, people of color, individuals with disabilities, and members of the LGBTQ+ community. We believe that diverse perspectives strengthen our organization and enhance our ability to serve our communities effectively.