OGWADENI:DEO
DIRECTOR OF SERVICES OGD-26-016
Full-Time

Applications will be received by Ogwadeni:deo **From November 19, 2026, to 4:00 pm on December 4, 2026,** for the **DIRECTOR OF SERVICES** position with Ogwadeni:deo.

Ogwadeni:deo offers:

100% employer Pad Benefits with Greenshield as our provider our plan includes
Extended Health single and family coverage
Life and Dependent life Insurance
$ 1,500.00 Annual Health Care Spending Account
100% paid Employer Long Term Disability with Desjardins as our provider
Vacation plans starting at four weeks with recognition of years of service from previous Child Welfare experience
14 additional designated paid days
Industry leading wages with recognition of previous agencies position experience
OMERS Defined Benefit Pension Plan

The Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through Ogwadeni:deo website Careers – Ogwadeni:deo

NO LATE APPLICATIONS ACCEPTED

Applicants from Six Nations and other First Nations

will be given preference to deliver programs and services in a First Nations community.

We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted

JOB SUMMARY:
The Director of Services has responsibility for assisting with the development, implementation, monitoring and updating of service delivery and care home policies and procedures, for assisting with the preparation of the annual service plan, for assisting with the preparation of reports as required by the position's supervisor, for the supervision of the Supervisors, and for any other duties that may be assigned by the supervisor.

Type	Full Time
Closing Date	December 4, 2026
Term:	Permanent
Hours of Work	35 hours per week
Wage	$ 115,000 – $ 137,328.00 (wage grid currently being reviewed)

BASIC QUALIFICATIONS:

Mandatory Requirements

- Must have a MSW from a recognized school of Social Work with a minimum of 3-5 years front line experience in the field of child and family services and at least 1-3 year of supervisory experience OR
- A BSW with an acceptance into an accredited MSW program and an ability to complete within 2 years with a minimum of 5-10 years front-line experience in the field of child and family services and at least 5 years supervisory experience
- Must have a valid class "G" driver's license.
- Must pass a criminal reference check.
- Will be native in preference to other applicants.

SUBMISSION PROCEDURE: (Choose <u>one</u> method <u>ONLY</u>):

<u>Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:</u>

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.

2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.

3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope for the attention of **Human Resources** and mail to or drop off at:

OGWADENI:DEO
DIRECTOR OF SERVICES OGD-26-016
Full-Time
c/o Reception Attn: Human Resources
2469 Fourth Line
Ohsweken, Ontario
N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:00 pm

<u>Method # 2: EMAIL SUBMISSION</u>

1. Please ensure all required documents are provided/uploaded with your application package, which include:
    a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
    b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
    c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package careers@ogwadenideotco.org
    a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance, please reach out to Human Resources at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.

October 6, 2025

Method # 3: Online Application:

1. Please ensure all required documents are provided/uploaded with your application package, which include:
    a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
    b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
    c. Copy of your education diploma/degree/certificate and transcript.
2. Please apply online at Get Involved – Ogwadeni:deo (ogwadenideotco.org)

Title of Immediate Supervisor:	Executive Director	**Team:**	

Mission

We are dedicated to assume our responsibilities for taking care of children in partnership with the community:

- **By strengthening families through healing at home and in the community,**
- **By practicing client centered approaches,**
- **By honouring the family of origin,**
- **By valuing, upholding and bringing forward Ogwehon:we/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and**
- **By respecting the expertise within the community.**

We will demonstrate kindness and understanding to reinforce Ogwehon:we values in the practices of delivering, managing and administering our services. We strengthen the relationships of women and men in a gender balanced development of family systems.

Purpose of the Role

The Director of Services has responsibility for assisting with the development, implementation, monitoring and updating of service delivery and care home policies and procedures, for assisting with the preparation of the annual service plan, for assisting with the preparation of reports as required by the position's supervisor, for the supervision of the Supervisors, and for any other duties that may be assigned by the supervisor.

Major Position Responsibilities

RESONSIBILIES AND SUPPORT TO ONGWEHONWEH FAMILES, CHILDREN AND YOUTH

- Ensuring that staff case recording is complete and timely as per standards set out in operational policies of procedures.
- Ensuring that there is on-going monitoring/review and evaluation of the Ogwadeni:deo program in terms of quality assurance and continuous quality improvement (QA/CQI).
- Development of new or revised Ogwadeni:deo service standards and services as may be required in relation to changing community needs.
- Ensuring that any client, volunteer, caregiver, and staff complaints are addressed effectively and efficiently as per policy.
- The coordination of a 24/7 child and youth protection activity of the highest standard.
- Ensuring the therapeutics services are offered and meet the needs of children and families.
- Exercising clinical supervisory responsibility for: the Supervisors; including annual (and end of probation) staff and position description evaluations.
- Ensuring full and efficient coordination between the service delivery teams.
- Arranging for, directing, and supervising the provision of services by legal counsel as required.
- Preparation of an annual service plan for Commission review and approval and submission to MCYS.
- Preparation of quarterly progress reports for Commission.
- The annual review of service delivery against plan for review and approval by the Commission.
- Preparation of individual staff work plans of those supervised, and the periodic review and assessment of progress against these plans.
- Conducting the annual evaluation of supervised staff against the requirements of the Code of Conduct, policies, procedures and standards, job description requirements, and any additional work plan requirements.

- Development of an annual staff training and professional development plan (based on the results of staff evaluations and any changes made in governing law and regulations).
- The annual review of all job descriptions to ensure that they remain consistent with service delivery values, principles and evolving operational requirements.
- Required staffing of Supervisors and Child Protection Worker positions, and coordinates hiring with the assistance of the Manager of Finance and the Supervisors.
- Encouraging active staff participation in decision-making respecting overall program problem solving, planning and development.
- Ensuring that safe and adequate office and program facilities, necessary equipment and other needed resources exist, are inventoried, and are properly maintained.
- Establishing and maintaining regular communications with other service providers pertinent to sharing general information, sharing ideas about effective protective interventions and service delivery and encouraging maximum coordination of program services.
- Establishing protocols respecting such matters as: referral, information-sharing, confidentiality, case conferencing, service availability, care/support planning, police involvement, role and involvement of protection program staff in service provision by other agencies.
- Contracting for specific services from other community-based programs and external agencies as required by clients.
- Consulting with other First Nation/Aboriginal Child and Family Service/Protection Agencies and non-aboriginal Children's Aid Societies in order to remain abreast of developments in the field and for care of children from other First Nations.
- Participating as directed in public forums, including the media, to communicate the responsibilities and practices of the Ogwadeni:deo Program and to develop and maintain public support.
- Assists the supervisor in promoting/supporting traditional norms and values within the community and with the development of and proposing of changes to applicable provincial and federal legislation (e.g. through exemptions) that will better accommodate those traditional norms and values if and as needed.

OGWADENI:DEO THE AGENCY

- Drafting and preparation of a recommended annual Expenditure Plan (consistent with the annual Program Service Plan and the MCYS Funding Formula) for Commission review/approval and authority to submit to MCYS.
- Financial resource negotiations with provincial ministries and/or federal departments and/or other sources of funding.
- Monitoring the processing of service expenditures against the approved budget and with the completion of the annual audit.
- Establishment and maintenance of standard procedures for approving expenditures.
- Approving service expenditures within the limits of the approved annual budget and ensuring that required Commission approval is obtained for expenditures beyond that limit.
- Ensuring that agreements are in place regarding any required payments for purchased services and that payments, per agreements, are made in a timely fashion.
- Ensuring that required financial and statistical reports (quarterly, annual, audit) respecting external government funding are prepared and submitted to the Commission for approval.
- Assists the supervisor in seeking advice from the Commission in relation to service delivery, organizational and financial issues that arise.
- Acts as a role model and represents and promotes the Ogwadeni:deo Program in a courteous, cooperative and professional manner.
- Ensures the effective implementation of other duties as determined by the supervisor.

Knowledge, Experience & Skills Required

Basic/Mandatory Requirements

- Must have a MSW from a recognized school of Social Work with a minimum of 3-5 years front line experience in the field of child and family services and at least 1-3 year of supervisory experience OR
- A BSW with an acceptance into an accredited MSW program and an ability to complete within 2 years with a minimum of 5-10 years front-line experience in the field of child and family services and at least 5 years supervisory experience
- Must have a valid class “G” driver’s license.
- Must pass a criminal reference check.
- Will be native in preference to other applicants.

Knowledge Requirements

- Be thoroughly familiar with the relevant provincial legislation, regulations and guidelines.
- Knowledgeable respecting Six Nations’ cultures and of the cultures of families of other First Nations who reside in the designated service delivery area;
- Have extensive knowledge of the range of methods and techniques involved in both traditional approaches to helping as well as contemporary social service work strategies;

Ability Requirements

- Relate to and communicate effectively with community members in general and with children, youth and families facing difficulties, with elected and traditional government structures and personnel and all internal and external stakeholders.
- Effectively analyze information and plan, implement, monitor and evaluate programs and procedures;
- Use computer software (word processing, spread-sheeting, data bases, and communications) in day-to-day operations.

Specific Working Conditions & Requirements

- Positions in the field of Ogwadeni:deo, traditional Child protection can be both mentally and emotionally challenging. The nature of the positions my expose incumbents to high levels of stress when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasion. It is the expectation that the worker will conduct themselves within the Ogwadeni:deo Code of practice in exhibiting the values and qualities, Compassion and Kindness, respecting one another, working together, assisting one another, self reflection on actions taken, taking responsibility, encouragement, honest and moral conduct, being truthful and consistent and peaceful thoughts and actions.