

FAMILY HEALING PROGRAM MANAGER

DESCRIPTION

The Family Healing Program (FHP) Manager is a full-time, permanent management position. The FHP Manager will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services.

The FHP Manager is responsible for administration, operational guidance, supervision, and quality assurance for the Family Healing Program and all programs associated within. The FHP Manager is responsible for ensuring all MOH and MCCSS regulations are adhered to in terms of reporting, practice, evaluation of care and workplace health and safety.

The FHP Manager is responsible for overall operations of the Family Healing Program including program and policy development, treatment services oversight, financial administration, emhware administration, ongoing program evaluation and the development and supervision of staff.

RESPONSIBILITIES

The Family Healing Program Manager reports to the Director of Nanaandawewenin

QUALIFICATIONS

1. An understanding and appreciation of Anishinaabe cultural beliefs, values, norms and teachings; and a commitment to continual learning process.
2. A Post-Secondary Degree in Social Work or education in the field of Business Management
3. 1 year of Management or supervisory experience.
4. Work experience in general office administration and procedures.
5. The ability to speak Ojibwe is an asset.
6. Must possess a valid Ontario Driver's License and provide a driver's abstract.
7. Must submit a satisfactory vulnerable sector check as a condition of employment.

SALARY

\$93, 477.36 -\$110, 153.61

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

THREE STEP HIRING PROCESS

Step 1 (Internal)- An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of 9 First Nation Partners)- Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ **Cover Letter** – sign and dated
- ✓ **Resume**
- ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
- ✓ Indicate if you are a member of one of our nine affiliated First Nation partner communities.

• **Applications submitted without** all above required documentation **will not be considered**

• Only those selected for an interview will be contacted

• Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1(Internal) and **Step 2**(First Nation Partner Communities): November 18, 2025 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on November 18, 2025 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after November 25, 2025.