



JOB OPPORTUNITY

OCHAPOWACE NATION, P.O. Box 550, Whitewood Saskatchewan, S0G 5C0

“to be independent, proud, prosperous, unified nation, with our own culture, values, language and land” (Ochapowace Vision Statement)

And
YTCCFS

Ochapowace Nation, located in southeastern Saskatchewan, is a progressive nation, focusing on youth development, excellent sports programming, quality education system, community safety and well-being-being, organizational success and professionalism, economic and business success, and proficient governance system. We are seeking an energetic and passionate individual to join our team.

Position Title: Project Manager
Unit: Health Services/YTCCFS
Status: Full-Time Temporary
Posting Date: October 9, 2018
Closing Date: October 16, 2018

Job Summary: Reporting to the Manager of Prevention Services (or his/her designate) the Project Manager is responsible for the direction, coordination, implementation, and completion of the Keeping our Children Home project, while remaining aligned with strategy, commitments, policies and goals of the Yorkton Tribal Council Child and Family Services Inc.

The Project Manager’s primary responsibility is delivering the Keeping our Children Home project on time, within budget, and scope.

Education and experience: Preference will be given to candidates with management, planning and budgeting experience, have an excellent understanding of child/youth programming, knowledge of community culture and traditions and be able to develop programs and services in consultation with key community stakeholders and resource people.

Responsibilities:

- Plan and implement the project
- Help define project scope, goals and deliverables involving all relevant stakeholders
- Define tasks and required resources
- Manage the project committee
- Manage budget
- Allocate project resources
- Create schedule and project timeline
- Track deliverables
- Lead quality assurance
- Manage the construction/repairs of buildings and grounds
- Develop and implement programs and services that are culturally focused and family/youth centered
- Monitor and report on project progress
- Present to stakeholders including Chief and Council and Child First Committee reports on progress as well as problems and solutions
- Implement and manage change when necessary to meet project outputs
- Evaluate and assess result of project.

Must have a valid driver's license and reliable transportation.

A Criminal Record Check (Vulnerable Sector) is required with application; Prohibited drug test is required, if successful candidate.

Please send your resume and cover letter, with three (3) references to:

Manager of Health Services, Ochapowace Nation

Email: kelly.finkas@ochapowace.ca

Phone: (306) 696-3557

Fax: (306) 696-3446