



*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention, Protection, and Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey Inlet, Magnetawan, Shawanaga, and Wasauksing First Nations.*

**EXECUTIVE DIRECTOR  
FULL-TIME PERMANENT  
Competition #01-0001**

The Executive Director is accountable for the overall leadership and management of the Agency and ensuring that the mission and goals of the Agency are met in a manner which reflects its stated values and beliefs. In accordance with legislative and regulatory requirements, board approved policies and procedures and consistent with the annual service and administrative plans, the Executive Director will oversee the development and delivery of services and ensure the effective management of all human and financial resources of the Agency. The Executive Director will provide strong leadership in the development of a service model and to carry it forward within a holistic service paradigm that integrates the spiritual, physical, emotional and social as well as the oneness of all creation.

**Salary: \$165,837.00 to \$201,766.00**

**Compensation Includes:** OMERS Pension Plan, Health and Dental Insurance Benefits Plan, Statutory and Agency Holiday leave, Competitive Vacation, Employee Assistance Program, and more  
Awarded starting salary based on qualification and experience  
**this opportunity is for an existing vacancy**

<p><b><u>Qualifications</u></b></p> <p><b>Minimum Education</b></p> <ul style="list-style-type: none"><li>• A Master’s degree (Social Work or a related discipline or equivalent combination of education and experience).</li><li>• A member in good standing of their respective college.</li></ul> <p><b>Minimum Experience</b></p> <ul style="list-style-type: none"><li>• Minimum of 3 years’ experience as a Social Work practitioner and 5 years’ senior management experience in the social services sector, ideally within a child welfare context.</li><li>• Experience in working with culturally appropriate service models for First Nations people.</li></ul> <p><b>Knowledge Requirements</b></p> <ul style="list-style-type: none"><li>• Ability to provide strong leadership, guidance, motivation and vision to the senior management team and to ensure professional standard of services to First Nation people.</li><li>• Knowledge of applicable legislation and policies, procedures and practices pertaining to child and family services.</li><li>• Knowledge of community resources, government directions, standards and guidelines.</li><li>• Experience working with Boards, staff, volunteers, and community members and able to form strong partnerships.</li><li>• Commitment and ability to understand and support the structure and operations of, the seven (7) First Nations served by Niijaansinaanik Child and Family Services</li></ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"><li>• Satisfactory Police Records Check (as required by policy 27.02.02)</li><li>• Valid Class ‘G’ Ontario Drivers licence, access to a vehicle &amp; ability to travel</li><li>• \$1M auto insurance liability coverage</li><li>• Three year (3) uncertified Drivers Abstract</li></ul>	<p><b><u>Key Job Functions</u></b></p> <p><b>Leadership and Planning</b></p> <ul style="list-style-type: none"><li>• Provides leadership to the Senior Management team, in building a strong service vision, based on the agency’s mission, vision, values, and strategic directions and service model.</li><li>• Provides leadership to the senior management team in the development of standards, policies and procedures consistent with the agency’s mission, vision and values and which comply with government directions and all relevant legislation.</li><li>• Subscribe to the organization values of Niijaansinaanik Child and Family Services and complies with the organization’s Bylaws, Policies, and Procedures.</li><li>• Ensures regular community consultation with Elders and other community leaders and members in relation to planning and development processes to ensure integration of cultural values and customs.</li></ul> <p><b>Agency Management</b></p> <ul style="list-style-type: none"><li>• Ensures the Agency operates within appropriate legislation, standards and guidelines established by funding sources and the Board and ensures that policies, procedures and practices are communicated, implemented and managed.</li><li>• Oversees the development of the annual service plan including establishment of operational goals and objectives and ensures effective implementation of approved annual budget.</li><li>• Ensures equitable allocation of financial and human resources and champions collaboration and integration of the Agency’s services, administrative and support systems.</li></ul> <p><b>Board of Directors</b></p> <ul style="list-style-type: none"><li>• Works with the Board of Directors and its committees to establish short and long range</li><li>• Agency plans and monitors and reports on progress in achieving objectives.</li><li>• Ensures the development of relevant policies in conjunction with the Board of Directors.</li><li>• Advises the Board on matters affecting the efficient and effective operation of the Agency</li><li>• Acts as a spokesperson for the Agency and responds to high profile issues and requests for information from the media.</li></ul> <p><b>Work Site Location</b> To be Determined - NCFS First Nation Office Locations</p>
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Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodation is available upon request for candidates to take part in the recruitment process. Please self-identify, preference will be given to applicants of Indigenous ancestry. Only those selected for interviews will be contacted.

**\*Detailed Job Description available upon request\***

**Reference Checks will be required**

**Human Resources**  
Niijaansinaanik Child and Family Services  
15 Charlie’s Bay Road, Dokis First Nation, ON P0M 2N1  
[careers@niijcfs.com](mailto:careers@niijcfs.com) NIIJCFS.COM

Application deadline for this position’s vacancy is:  
**February 4<sup>th</sup> , 2026 @ 4:00 PM**