



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500

Port Hardy, BC, V0N 2P0

Administration Office Phone: (250) 949-8625

Administration Fax: (250) 949-7105

Director of Child & Family Services

Department: Child & Family Services / Social Development

Reports to: Executive Director

Location: Wuikinuxv Nation Administration Office

Employment Type: Full-Time, Permanent

Salary Range: \$75,000-\$80,000 (Commensurate with experience and qualifications)

Position Overview

The Director of Child & Family Services provides strategic leadership and management for the Wuikinuxv Nation's Child & Family Services (CFS) and Social Development programs. This position ensures that services are delivered in alignment with the Nation's values, cultural teachings, and vision for self-determination, while meeting legislative and policy requirements set out by Indigenous Services Canada (ISC), the Ministry of Children and Family Development (MCFD), and other governing bodies.

The Director is responsible for the overall planning, coordination, supervision, and evaluation of child protection, family wellness, and social development programming. The role also focuses on building staff capacity through training, mentorship, and professional development, and strengthening partnerships with community agencies, provincial and federal partners, and internal departments.

Key Responsibilities

Leadership & Strategic Direction

- Provide overall leadership and direction for Child & Family Services and Social Development operations.
- Develop, implement, and monitor departmental goals, policies, and procedures that align with Wuikinuxv Nation governance, values, and long-term vision for child and family well-being.
- Support the Nation's transition toward greater jurisdiction and self-governance in child welfare and family services.
- Prepare and present departmental updates, reports, and recommendations to Chief & Council and the Executive Director.

Program Oversight & Service Delivery

- Oversee the delivery of services that support prevention, protection, family reunification, and community-based wellness.
- Ensure all programs comply with Nation policy, federal and provincial legislation, and reporting standards.

- Supervise and support case management, intake, and referral processes for both Child & Family Services and Social Development.
- Monitor program budgets, funding agreements, and performance indicators to ensure effective service delivery and accountability.
- Facilitate program evaluations and continuous improvement initiatives to strengthen outcomes for children, youth, and families.

Staff Supervision & Professional Development

- Provide supervision, guidance, and mentorship to CFS and Social Development staff, ensuring clear expectations and supportive work environments.
- Identify and coordinate professional development and training opportunities for staff, including trauma-informed practice, cultural safety, and child welfare standards.
- Support performance management, including regular evaluations, goal setting, and staff development planning.
- Ensure staff adhere to confidentiality, ethical standards, and culturally safe practices in all interactions.

Community Engagement & Cultural Integration

- Collaborate with Elders, Knowledge Keepers, and families to ensure programs and policies are grounded in Wuikinuxv laws, language, and traditions.
- Lead and participate in community meetings, family gatherings, and prevention-based programming that promote family wellness and child safety.
- Support culturally appropriate approaches to family reunification, healing, and kinship care.
- Serve as a liaison with community members to strengthen understanding and trust in CFS and Social Development services.

Interagency & Partnership Development

- Maintain positive working relationships with external partners, including ISC, MCFD, local service agencies, and other First Nations.
- Represent Wuikinuxv Nation at regional and provincial tables, working groups, and conferences.
- Collaborate across departments (e.g., Health, Education, Housing, and Administration) to ensure holistic, wraparound services for families.

Administrative & Reporting

- Develop and manage annual departmental budgets and funding proposals.
- Oversee compliance reporting to funders and regulatory bodies.
- Maintain accurate records, data collection systems, and reports that inform planning and evaluation.
- Ensure departmental operations meet the highest standards of accountability, transparency, and confidentiality.

Qualifications

- Bachelor's Degree in Social Work, Human Services, Child & Youth Care, or related field (Master's preferred).
- Minimum of five (5) years of progressive experience in Child & Family Services, including at least three (3) years in a leadership or management role.
- Strong understanding of Indigenous child welfare legislation, Bill C-92, and Indigenous jurisdiction over child and family services.

- Demonstrated knowledge of ISC, MCFD, and related program funding frameworks.
- Proven experience managing multidisciplinary teams and complex budgets.
- Excellent communication, analytical, and problem-solving skills.
- Strong commitment to trauma-informed, strengths-based, and culturally grounded approaches to service delivery.

Assets

- Experience working within a First Nation governance structure.
- Knowledge of the Wuikinuxv community, culture, and language.
- Valid Class 5 driver's license and ability to travel as required.

Working Conditions

- Full-time position, Monday to Friday, with flexibility for evening or weekend community engagement.
- Combination of office, community, and fieldwork.
- Occasional travel for meetings, training, and interagency collaboration.

Application Process

Interested applicants are invited to submit a cover letter, resume, and three references to:

Wuikinuxv Nation – Executive Director Email: executive_director@wuikinuxv.net

Deadline: November 14, 2025