



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Branch Manager

<b>Job ID</b>	<b>1A-BE-00-D8-9B-D5</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=1A-BE-00-D8-9B-D5">https://careers.indigenous.link/viewjob?jobname=1A-BE-00-D8-9B-D5</a>	
<b>Company</b>	The Ontario Native Women's Association	
<b>Location</b>	Hamilton, Ontario	
<b>Date Posted</b>	From: 2021-07-05	To: 2022-01-01
<b>Job</b>	Type: Full-time	Category: Service Sector
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$65,400K-\$81,800K DOE	
<b>Languages</b>	English	

### Description

#### ONWA MANDATE

The Ontario Native Women's Association (ONWA) is a not for profit organization that empowers and supports Indigenous women and their families in the province of Ontario.

ONWA encourages the participation of Indigenous women in the development of Federal, Provincial, Municipal/Local government policies that impact their lives and ensure issues affecting Indigenous women and their families are heard at key government tables.

ONWA is committed to providing services that strengthen communities and guarantees the preservation of Indigenous culture, identity, art, language and heritage. Ending violence against Indigenous women and their families and ensuring equal access to justice, education, health, environmental stewardship and economic development, sits at the cornerstone of the organization. ONWA insists on social and cultural well-being for all Indigenous women and their families, so that all women, regardless of tribal heritage may live their best lives.

#### SCOPE:

The Branch Manager will lead, coach and support a group of employees within various programs while ensuring ONWA's vision, mandate, objectives and Community Member deliverables are met and aligned with ONWA's Strategic Plan.

The Branch Manager is responsible for ensuring all programs they oversee are implemented and managed according to the program standards and guidelines and work to facilitate achievement of the agreed program deliverables, to ensure that the branch office is a safe space for Indigenous Women, their families, and the community. The Branch Manager will manage, support and work in collaboration with all portfolios that work in the Branch with the understanding that there is the potential of growth or change at each site.

#### QUALIFICATIONS:

• A degree or diploma related to Indigenous Learning or Social Work with a minimum of five (5) years' experience in a Supervisory or Management role.

• Minimum 3 (three) years previous work experience in supporting and advocating for Indigenous

women and families.

• Demonstrated administrative management with the ability to supervise.

• Knowledge and experience with Indigenous culture, traditions, ceremony and connecting Community Members to cultural practices that can be used in supporting Community Members.

• In-depth understanding of psychological, social and cognitive development

• Awareness of the recent, historical and intergenerational trauma that Indigenous women and their families may have experienced, including the psychological, neurological, physiological, social and spiritual impact of trauma.

• Understanding of the principles of cultural trauma-informed care and wise practices.

• A strong understanding of gendered based lens/perspective from an integrated feminist, anti-racist, anti-oppression perspective is required

• Proven work experience in managing crisis support and ability to mediate conflict

• Ability to work with community member centered approaches; ensuring team members follow the provisions of the community member centered approaches.

• Thorough knowledge and experience with case management and supportive counselling skills.

• Demonstrated experience managing a variety of contribution agreements and successful proposal writing skills.

• Experience with program budgets, cash flows and projected expenses, and project financial management

• Willing to work flexible hours as needed to provide ongoing support and services to branch office(s).

• Knowledge and working understanding of Not-For Profit Organizations.

• Demonstrated organizational, time management and presentation / facilitation skills with the ability to follow through on assigned duties independently within strict deadlines.

• Knowledge and experience with program development and implementation.

• Thorough knowledge of other service agencies with proven ability to build and maintain, strong and healthy relationship.

• Excellent networking skills, and the ability to establish and maintain these connections and partnerships.

• Excellent written and oral communications, with emphasis on keen listening and ability to effectively interpret verbal communications and needs of prospective Community Members.

• Excellent working knowledge of Microsoft Office; competency working with other databases.

• Knowledge and understanding of current issues facing Indigenous Women and their families.

• Ability to travel.

• Ability to speak an Indigenous Language is considered an asset.

• Current vulnerable sector criminal records check. Valid 1st Aid/CPR

• Class • license, 2 million liability insurance, and access to a reliable vehicle.

• A cellular phone and internet access is required within this position

• Must be willing and able to work a flexible working from home arrangement if required. This may include a combination of virtual remote work in your home and in office arrangements. This will be based on operational needs and will be determined by the ONWA.

• Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through management feedback.

**KEY CORE COMPETENCIES REQUIRED:**

1. Inter-cultural Competency Informed â€“ Understands to incorporate a personal responsibility to increase sensitivity, awareness and implementation of ONWAâ€™s cultural teachings and organizational practices in both professional conduct and work related deliverables.
2. Indigenous Gender-Based Analysis Informed â€“ Understands to incorporate an intersectional approach to gender, race and discrimination and subsequent intergenerational impacts affecting Indigenous women and their families.
3. Trauma-Based Practice Informed â€“ Understands to incorporate a trauma-informed approach to recognize and respond to all forms of trauma and the necessity of supporting Indigenous women in a culture of tradition and safety in her healing journey.
4. She is Wise Leadership Informed â€“ Understands to incorporate the Four Agreements within daily responsibilities and combined with ONWAâ€™s cultural teachings contribute to the empowerment and leadership of Indigenous women within their communities.

#### RESPONSIBILITIES â€“ SPECIFIC:

1. To provide direct assistance to Staff to increase and maintain capacity and competence in service delivery, program administration and reporting, including:
  - a. To review monthly activity reporting â€“ implement monitoring procedures
  - b. To recruit / hire / evaluate staff at each site in accordance to the Policy and Procedures of the Ontario Native Womenâ€™s Association (ONWA).
2. Responsible for providing Community Member service advice, direction and supervision as required for all programs.
3. Develop and implement reporting templates, such as Community Member statistics, program statistics program data and work plans.
4. Conduct site visits and supervision with offsite locations. Support and mentor staff to ensure effective service delivery.
5. Develop and prepare yearly program proposals for ongoing continued funding of programs.
6. Host program planning meetings to manage the ongoing workshops, program and assign staff related tasks.
7. Contribute and develop the site, staff and programs to ensure consistency across all programs and services.
8. Prepare and submit all funding reporting requirements.
9. Expend, review and analyze the program budgets and financials based on the programâ€™s objectives and mandate. Monitor cash flows and projected expenses.
10. Write the ONWAâ€™s Annual Report based on the programâ€™s deliverables.
11. Develop and implement new program initiatives that promote Indigenous culture and traditions. Evaluate program to ensure delivery is aligned with ONWAâ€™s strategic plan, vision, mandate and objectives.
12. Implement ONWA initiatives with all programs across the province.
13. Coordinate and manage the front-line training initiatives.
14. Monitor employees for adherence to the ONWA policies and procedures. (supervision, probationary and performance appraisals)
15. Directly supervise and manage employees within the identified programs and branches.
16. Work directly with Operations to ensure office is functional and operates to meet the needs of the staff and community. Office set up and ongoing maintenance.
17. Ensure the Branch office is a safe space for Indigenous women, their families and the

community

18. All other duties assigned.

**RESPONSIBILITIES – ADMINISTRATIVE:**

1. Complete monthly reports and submit to Director when required
2. Complete quarterly reports on or before the requested due date, and submit to Director of Community Services in timely manner for review
3. Complete reports to funders as required
4. Complete and attend supervisions with Director of Community Services on a regular basis
5. Other reports or admin as assigned.

**RESPONSIBILITIES – PUBLIC RELATIONS:**

1. Promote the program in a professional manner at all times within the community
2. To adhere to professionalism in representing the organization at all times and maintain good communications.

**EXPECTED STANDARDS OF PERFORMANCE:**

1. Adhere to the Policies and Procedures as set by the ONWA
2. Representation on committees as required for the enhancement and benefits of ONWA's programs.
3. To network and promote ONWA and all ONWA related programs. Maintain good communication.
4. Maintain professionalism at all times.
5. The completion of functions outlined in the description and the achievement of goals set to a high level.
6. Attendance and conduct at work according to the requirements of the Association's Personnel Policy.
7. Adherence to the Code of Ethics, and positive relationship building.

**AUTHORITY:**

To execute the functions outlined in this job description.

**ACCOUNTABILITY:**

The Branch Manager will be directly accountable to the Director of Community Services the proper completion of the functions outlined in the job description.

**How to Apply**

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