



## **EMPLOYMENT OPPORTUNITY**

Tewegan Housing for Aboriginal Youth is an Ottawa-based transitional home for First Nations, Inuit and Métis women, ages 16 to 29. We provide a safe, culture-oriented environment where women can celebrate their traditions and acquire skills that will help them in life. We offer a wide range of programs and services including cultural programs, financial planning, outreach supports, counseling, assistance finding permanent housing and more.

Aboriginal culture is the mainstay of our mission. We believe that by connecting a woman to her cultural roots, she will gain the confidence, pride and community she needs to succeed in life, so she can truly come 'home.'

Tewegan Housing for Aboriginal Youth is currently accepting applications for the following position:

### **EXECUTIVE DIRECTOR Full-Time**

#### **Scope of Position:**

The Executive Director (ED) is the senior administrative officer responsible for the overall operation of Tewegan Housing for Aboriginal Youth. The ED has a leadership role in creating an atmosphere which promotes the delivery of services in keeping with the organization's mission and objectives. The ED will demonstrate strong interpersonal and leadership skills and a commitment to the principals of inter-disciplinary, community based service, delivery and participatory decision making, coupled with a high level of cultural sensitivity to young Aboriginal women

#### **Accountability:**

In the performance of her duties, the ED is accountable to the Board of Directors (BoD). This accountability includes an annual job performance evaluation. In addition, the ED supervises the work of all staff associated with the residence and its services.

#### **Duties and Responsibilities:**

As delegated by the BoD, the ED performs duties that fall into four main categories:

- 1) Board Governance
- 2) Financial Performance & Viability
- 3) Organization Vision and Strategic Plan
- 4) Organizational Operations and Property Management

#### **Statement of Qualifications:**

- Bachelor level or equivalent in health, social work and/or a related field
- Three to five years management experience in an Aboriginal community health or social service organization
- Demonstrated financial management, personnel administration, strategic planning, and Board support
- Experience with fundraising preferred
- Training and/or experience in addictions and trauma recovery in an Aboriginal context is considered an asset.
- Excellent leadership and communication skills

- Ability to research, develop, implement and evaluate programming that addresses Aboriginal youth homelessness.
- Ability to build and maintain relationships with community stakeholders and funders
- Ability to function well in a high pressure/high stress environment

**Specifications:**

- Preference will be given to those applicants of Aboriginal descent (please self-identify)
- Police Record Check Required

**To Apply for This Position:**

Deadline for all applications: ***Friday, July 1, 2016***

Please submit your resume and covering letter to:

**Melissa Hammell, Director**  
**Tewegan Housing for Aboriginal Youth**  
**65 Harvey Street, Ottawa, ON K1S 0A8**  
**Fax: 613-233-2554**  
**E-mail: [teweganbod@bellnet.ca](mailto:teweganbod@bellnet.ca)**

Tewegan Housing for Aboriginal Youth would like to thank all those who apply. However, only those applicants selected for further consideration will be contacted.