



# YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

## EMPLOYMENT OPPORTUNITY

### JOB TITLE: DIRECTOR

#### About YTCCS

Yellowhead Tribal Community Corrections Society (YTCCS) has a vision of kindred spirits supporting safe Nations as well as healthy First Nation people. YTCCS contributes to this vision by focusing on reducing the number of the nation's members involved in the justice system through community corrections services.

Four values guide this work:

- **Wholistic:** We consider physical, emotional, mental, spiritual, and cultural values in all our interactions with all people.
- **Fairness:** We respect the rights of all people to fair and equitable treatment under the law.
- **Respect:** We show due regard for and acknowledge the feelings, wishes, rights, and traditions of ourselves, our leadership, our staff, and our clients.
- **Honesty:** We commit to doing the things we say we will do.

#### Role

The YTCCS Director is the most senior staff person in the organization and is responsible to the Board of Directors and the Alberta Justice – Solicitor General Department for the overall supervision, coordination, and monitoring of Nation-based community corrections programs in Alexander, Alexis Nakota Sioux, Enoch Cree, Sunchild, and O'Chiese First Nations. This includes ensuring Indigenous cultural and traditional values are incorporated in all programs; ensuring adherence to daily activities and long-term plans to established policies and legal guidelines; casework and investigative report writing; and supervising Probation Officers, Courtworkers, and Administrative Support. Subject to the approval of the Board of Directors, the YTCCS Director is also responsible for the allocation of human and material resources in a manner consistent with the efficient and orderly delivery of community programs.

The YTCCS Board is looking for a Director that is passionate about the YTCCS vision and mission and dedicated to making a positive difference. The ideal candidate will be a creative problem solver and a collaborator, able to bring and encourage new perspectives, challenge assumptions, and support communities reducing the number of Nation members involved in the justice system.

#### Required Capacities

- Ability to build and maintain positive, productive, respectful, and trusting working relationships with a wide array of people (e.g., provincial and federal government staff and executive leaders, judges, crown prosecutors, court personnel, RCMP, Chiefs and Councils from various First Nations, executive leaders with other nonprofits, service provision leaders and staff on reserves, etc.)
- Awareness and ability to bring different groups and people together to search collaboratively for a way forward that benefits Nation members
- Team player that strives for inclusion and unity amongst people
- Conflict resolution approaches that focus on and deal with issues without making anything personal
- Excellent verbal and written communication skills including writing government grant applications and reports
- Spiritually strong and self-aware of personal strengths and limits and what they can handle
- Support the board with critical and strategic thinking and planning
- Motivate, support, and coach staff with their work including passion for a shared vision and problem solving when challenges arise
- Ability to create and read various budget statements (e.g., cash flow) • Ability to envision and communicate the major steps and associated timelines to initiate and deliver successful projects and programs
- Self-directed and action-oriented
- Interested and willing to engage in ongoing learning and development

#### Other Requirements

- Valid Class 5 driver's license and reliable vehicle with appropriate insurance
- Successful Police Information and Vulnerable Sector checks

- Preference will be given to YTC Nation members (Alexander, Alexis, Sunchild, O'Chiese)

#### Additional Assets

- The following would be beneficial to bring to the role, however, could be developed in the role:  
Negotiation, mediation, and/or collaborative decision-making experience • Experience leading people both in day-to-day activities and in high-stress times • Willing to work collaboratively with complexity including considering overlapping systems, seven generations, and community history and needs
- Ability to identify and communicate trends and opportunities based on information gathered from multiple sources and over time
- Knowledge of nonprofit fund development beyond government grant writing and willingness to prototype new fund development initiatives
- Project and program management skills
- Awareness of how to energize and engage volunteers, partners, and funders • Ability to ensure compliance with all necessary provincial legislation (e.g., Societies Act, OH&S, etc.), federal legislation (e.g., Access to Information, Criminal Code, etc.), and other rules and regulations
- Comfortable with public speaking
- Entrepreneurial and adaptable mindset
- Understanding of setting and tracking performance measures
- Understanding of nonprofit governance functions and structures

#### Qualifications

- Post-secondary education and/or equivalent combination of education and work experience in a related field
- Management experience
- Ability to utilize computer software and applications including Microsoft Office • Knowledge and demonstration of Indigenous culture, traditions, and values • Ability to speak and/or understand local native language and being a Member of one of the program Nations would be an asset

#### Salary and Benefits

Salary to commensurate with experience and education; benefits included after successful completion of a 3-month probationary period

#### How to Apply

Please Submit as ONE file, your cover letter, resume, and THREE references. The submission should include a clear outline of relevant previous roles and responsibilities.

Attention: Joy Sandy – YTC Human Resource Officer

Fax : (587)524-0181

Email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca)

OR Mail:

PO Box 3420, Morinville, AB T8R 1S3

Sub-Office: 3rd Floor – 17304 105 Ave. Edmonton, AB

DEADLINE: Sunday October 2, 2022 at 11:59 p.m.

#### Closing Statement

Yellowhead Tribal Community Corrections Society thanks all applicants for their interest. Applications will be reviewed to determine successful candidates' education and experience will best meet the needs of the position. Only those individuals selected for an interview will be contacted.