

# NATIVE COUNSELLING SERVICES OF ALBERTA



## **OPERATIONS MANAGER- Healing Lodge Edmonton, Alberta**

### **Competition No. 1885**

### **Closing Date: October 16, 2020**

Native Counselling Services of Alberta (NCSA) is a diverse, dynamic non-government organization that is committed to the holistic wellness and equitable treatment of Alberta's Indigenous individuals, families and communities since 1970. NCSA is currently looking for an individual to work within our team as the Operations Manager at one of our Healing Lodges in Edmonton. This position will work under the Director and is responsible for a variety of imperative functions to ensure the Healing Lodge is operating effectively and efficiently with successful management of staff development and competency. The Operations Manager is also responsible for quality control and static and dynamic security requirements of CSC and NCSA. This individual will also be interviewing, selection and hiring, training new and existing employees, planning, assigning and directing work.

### **Qualifications:**

- Must possess a degree and/or diploma in Human Services with extensive previous management experience in a related field.
- Ability to work flexible hours, travel and work independently.
- Possess knowledge and in depth understanding of historic trauma and its impact on Indigenous people. Also knowledge and understanding relating to Indigenous culture, ceremony and approaches to healing.
- Must become proficient with NCSA Resiliency Model and incorporate this into daily practice with residence, co-workers.
- Must clear a CSC Enhanced Reliability security check to remain employed.
- Must provide recent Criminal Record Check, Child Intervention Check with valid First Aid and C.P.R. certificates.
- Must possess knowledge and in-depth understanding of the workings and police of the Parole Board of Canada, Correctional Services Canada, Corrections and Conditional Release Act and Corrections and Conditional Release Regulations.
- Possess effective communication, decision-making, problem solving and time management skills.
- Must work effectively as part of the team with significant communication, interpersonal and documentation skills both oral and written.
- Must possess willingness to learn diverse computer software programs.
- Ability to coach, mentor and motivate staff to enhance their overall competency and skills.
- Must be proficient in Microsoft programs such as word, excel and PowerPoint etc.

- Must have a reliable vehicle, valid Alberta class 5 driver's license, with a clear driver's abstract, required liability insurance and confirmation of coverage for the position.

Please forward resume, covering letter to

**Manager, Human Resources**  
**Native Counselling Services of Alberta**  
**14904-121 A Avenue**  
**Edmonton, Alberta T5V 1A3**  
**Telephone/Fax: 780-482-7893**  
**Email: [marg-milicevic@ncsa.ca](mailto:marg-milicevic@ncsa.ca)**

While we appreciate all responses, only candidates for a interview will be contacted.