MUSKEG LAKE CREE NATION
EMPLOYMENT OPPORTUNITY 26-25

kotawān Director

Muskeg Lake Cree Nation | Muskeg Lake Prevention Program
Position Type: Full-time Permanent
Reports To: Chief Operating Officer
Team: Muskeg Lake Prevention

JOB SUMMARY:

Muskeg Lake Cree Nation is seeking a dedicated, experienced and community-minded kotawān Director to provide strategic leadership, direction and overall accountability for its kotawān Program.

This is an important leadership position focused on strengthening child and family well-being services, supporting community needs, and ensuring that the kotawān Program reflects Muskeg Lake Cree Nation's laws, values, culture, traditions, priorities and commitment to the well-being of its children and families.

The successful candidate will provide overall program oversight, establish strategic direction, ensure financial and operational accountability, develop and maintain partnerships, and support the delivery of culturally appropriate prevention, intervention and family support services.

Reporting to the Chief Operating Officer, the Director will provide direct supervision, guidance and performance management to the kotawān Manager, who is responsible for the day-to-day management and operation of the program.

The Director will work collaboratively with the kotawān Manager, the kotawān Board once established, Kinship Circle, kehte-ayak, community leaders, the Director of Health and Wellness, the Finance Manager, and internal and external partners to ensure the effective development and delivery of the kotawān Program.

The position will also provide key linkages and support to Muskeg Lake Cree Nation's C-92 Technical Team and work to strengthen relationships with STC Child & Family Services and other child and family service partners.

KEY RESPONSIBILITIES:

- Provide overall strategic leadership, direction, oversight and accountability for the kotawān Program, ensuring alignment with Muskeg Lake Cree Nation's strategic objectives for child and family well-being.
- Directly supervise and provide performance management, guidance and support to the kotawān Manager, establishing expectations, objectives and performance measures.

- Provide oversight for prevention, intervention, family support ensuring effective working relationships with STC Child & Family Services and/or the Ministry of Social Services.
- Provide direction and oversight for the development, implementation and review of program policies, procedures, protocols and service delivery practices.
- Ensure program operations comply with Muskeg Lake Cree Nation laws, policies and procedures, applicable legislation, professional standards and funding requirements.
- Identify emerging trends, challenges and community needs affecting children and families and provide strategic direction to address these needs.
- Develop and maintain effective partnerships with STC Child & Family Services, other First Nations, external agencies, community departments and service providers, ensuring established protocols and agreements are honoured.
- Ensure the STC Child & Family Services Protocol is respected and that partnerships support the effective implementation of applicable funding and operational models.
- Work with the kotawān Manager to coordinate services through the HUB Model and Circle of Care approach, involving community departments and external partners.
- Maintain overall financial oversight and accountability, working with the Finance Manager and kotawān Manager to develop budgets, monitor expenditures, oversee funding agreements and ensure appropriate financial controls.
- Oversee program planning, financial and operational reporting, statistics and performance measurements, ensuring accurate and timely reporting.
- Monitor and evaluate program effectiveness, service delivery outcomes and operational performance, identifying opportunities for improvement.
- Provide direction and oversight for staffing requirements, organizational structure, staff development, training and team effectiveness through the kotawān Manager.
- Support the kotawān Manager in addressing complex operational concerns, service delivery challenges and case matters when required.
- Work collaboratively with the Kinship Circle, kehte-ayak, community leaders and stakeholders to ensure community values, cultural practices and priorities are reflected in program planning and development.
- Provide key linkages and support to the C-92 Technical Team in the development and implementation of the C-92 process as requested.
- Identify program risks, assess operational challenges and recommend strategies and solutions to strengthen service delivery and program effectiveness.
- Ensure appropriate health and safety standards, emergency procedures and organizational requirements are maintained.
- Provide regular reports and updates to the Chief Operating Officer and work with the kotawān Board once established. Provide information to Chief and Council through the established reporting structure.

Qualifications and Experience:

- Bachelor's degree in Human Services, Bachelor of Indigenous Social Work (BISW), or a higher qualification in Social Work.
- Several years of experience managing prevention, child and family support, intervention and child protection services, preferably within a First Nation organization.

- Current registration, or eligibility for registration, with the Saskatchewan Association of Social Workers (SASW) or another applicable professional regulatory body for Human Services.
- Knowledge and understanding of Muskeg Lake Cree Nation's laws, values, culture, traditions, history and community priorities is considered a strong asset.
- Knowledge of the political, social and economic objectives of Muskeg Lake Cree Nation.
- Knowledge and understanding of the Indigenous worldview, including First Nation sovereignty, jurisdiction and Treaty rights.
- Knowledge of the Child and Family Services Act, the FSIN Indian Child Welfare and Family Support Act, Bill C-92 legislation and case management best practices.
- Demonstrated experience in planning, directing and administering comprehensive First Nation child and family well-being programs, including program monitoring and evaluation.
- Knowledge of fiscal management, funding agreements, budgets, contracts, partnerships and risk management.
- Demonstrated experience supervising and managing staff, including coaching, mentoring, performance management and professional development.
- Experience working within a governance structure and in a community development capacity.
- Knowledge of accreditation requirements, Occupational Health and Safety standards and emergency preparedness.
- Strong analytical, problem-solving, decision-making and organizational skills, including the ability to manage competing priorities and urgent demands.
- Excellent written and verbal communication skills, interpersonal skills and the ability to establish and maintain effective working relationships.
- Demonstrated ability to work independently, exercise sound judgment, maintain confidentiality and contribute to a collaborative team environment.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint, with strong report-writing and documentation skills.

Additional Requirements:

- Must possess a valid Saskatchewan driver's licence and reliable vehicle and meet Muskeg Lake Cree Nation's vehicle insurance requirements.
- Must provide a satisfactory Criminal Record Check with Vulnerable Sector Screening as a condition of employment.
- Must be willing to work flexible hours and provide on-call services when required.
- Some travel may be required.

How to Apply:

Send Resume including cover letter to:
Muskeg Lake Cree Nation
Attention: D. Sanderson, Human Resources Manager
Email: hr@muskeglake.com
Deadline to Apply: Friday November 20, 2026 4:00pm
Only those selected for an interview will be contacted.