

## Job Posting

<b>Position Title:</b>	Supervisor	<b>Competition Number:</b>	2022-NON-05
<b>Reports To:</b>	Executive Director	<b>Union:</b>	N/A
<b>Position Type:</b>	Full Time (40 hours weekly)	<b>Hours of Work:</b>	8:30-4:30 <b>Required to work weekends (Saturday and Sunday)</b>
<b>Closing Date:</b>	June 24, 2022		

### Position Overview:

The Supervisor is responsible for the efficient coordination and delivery of work-site operations. The Supervisor works with frontline employees in the delivery of accommodations, transportation, translation, meals, and patient referral services. The Supervisor is responsible for all front-line employees within their assigned Department(s). The Supervisor reports to the Executive Director.

### Qualifications:

The Supervisor must possess:

- A university degree or college diploma in the Human Services and/or Social Work discipline or in a related field of study. An equivalent combination of education and experience may be considered.
- Experience working with Indigenous people.
- Five (5) years of managerial and supervisory capabilities in a unionized environment
- Excellent communication, organizational and interpersonal skills.
- Adequate knowledge of a Collective Agreement, the Canada Labour Code and of policies and procedures in place.
- Working knowledge of the required standards of residential care and to upholding these standards in the provision of services to clients.
- An adequate working knowledge of computers and of their practical work applications.
- The ability to be bondable, maintain strict confidentiality and possess an exemplary work ethic.
- A valid Driver's License, WHMIS and CPR / First Aid certification.
- Fluency either in Ojibway, Oji-Cree or Cree would be considered an asset.
- An understanding and appreciation of Indigenous culture.

### Duties and Responsibilities

1. Assist Human Resources in recruiting, interviewing, selecting, orientating, and training employees.
2. Develop orientation and training schedules.
3. Develop an employee's personal growth plan in conjunction with the employee.



4. Accomplish positive employee results by coaching, planning, monitoring, and appraising job results, conducting and arranging training, addressing daily issues, enforcing systems, policies, and procedures and counseling and disciplining employees.
5. Attend the Administrative office to review personnel files once per month, at a minimum. Meet with each employee in your direct charge to complete their performance review as required.
6. Contribute to policy and procedure reviews. Maintain familiarity with all policies and procedures and ensure direct charges are aware of the same, including all changes, revisions, additions, or deletions.
7. Be willing to perform On-Call Worker duties after hours if required.
8. Maintain a safe and healthy work environment by enforcing organization standards and adhering to legal regulations and conducting monthly workplace inspections as required.
9. Completes operations by developing and maintaining schedules, delegating, and monitoring work, backfilling vacancies based on the Collective Agreement, ensuring the accuracy of employees' time records, gathering necessary resources, and producing reports as required.
10. Implementing operational standards for their department. Teach all staff within their department about these standards with periodic reviews.
11. Provide high-quality service by enforcing client service standards in compliance with Wequedong Lodge's policies and procedures, various applicable codes, and the Non-Insured Health Benefits (NIHB) Policy.
12. Ensure that all incident reports involving their department are followed up on and documented as resolved within one week of the report being filed.
13. Attend weekly Administrative Meetings and other meetings as assigned.
14. Assist other supervisors as needed, maintaining a team approach to issues that may arise.
15. Maintain professional and technical knowledge by attending educational workshops.
16. Responsible for both internal and external communications and building and maintaining relationships.
17. Complete special projects and other related duties deemed necessary by the Executive Director.

### **Indirect Reports**

All employees in each Supervisor's assigned Department.

Interested candidates may apply in person, by mail, email, or fax. Your application should include the competition number (2022-NON-05), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay  
678 City Road, Box 16 Fort William First Nation, ON P7J 1K3  
Fax: (807) 626-9365

Email: [kwright@weqlodge.org](mailto:kwright@weqlodge.org)

Preference will be given to self-identified Indigenous applicants.

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.



Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact [kwright@weqlodge.org](mailto:kwright@weqlodge.org).

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions and will be at the applicant's expense.

Evidence of full vaccination will be required prior to the start of employment in accordance with our Covid-19 Vaccination Policy.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.