



MI'GMAQ CHILD AND FAMILY SERVICES OF NEW BRUNSWICK INC.

Job Title: Chief Executive Officer

Incumbent: Vacant Position

Classification Title: Chief Executive Officer

Position Status: Regular-Full time

Reports to: Chair of the Organization's Board of Directors

Location: To Be Determined

Effective Date: To Be Determined

Salary: To Be Determined

Mi'gmaq Child and Family Services of New Brunswick Inc. is a not-for-profit organization established to contribute to the overall well-being of its 6 Mi'gmaq member communities through the development and delivery of quality prevention-based programs and response services designed to protect, educate, empower, and support vulnerable members of the communities, including children and their families, and Elders. The organization's programs and services include, but are not limited to:

- Child Protection
- Special Needs Services
- Intake & Investigation Services
- Emergency After Hours Social Services
- Community and Culturally focused Prevention
- Early Childhood
- Child in Care
- Kinship Services
- Clinical Standards and Learning
- Foster Home: Guardian evaluation and assessment, PRIDE training, recruitment, and selection standards and processes, monitoring, safety and security
- Family Group Conference and Immediate Response Conference

Position Mandate:

The Chief Executive Officer (CEO), as the senior employee of the organization, is delegated the responsibility of successfully developing and overseeing implementation of the organization's strategic plan, and is accountable for the overall leadership, management, oversight, and protection, of the organization's employees, services, programs, finances, assets and equipment, and to ensure the effective provision of the organization's programs and services.

Critical to the success of this position is the provision of strong leadership, direction, and communication, in order to maximize employees' potential, production and capacity.

The CEO will create a healthy, culturally appropriate, and team-based working environment where all staff can be at their best and ensures the delivery of programs and services are respected and consistent with Mi'gmaq culture, values, and tradition.

Position Responsibilities:

The Chief Executive Officer job duties/responsibilities include, but are not limited to, the following:

- Efforts to secure adequate funding by leading the organization's strategic, succession and business planning processes;
- Ensuring organizational goals are met through effective budget and financial management and control, including oversight of capital infrastructure projects, operations and maintenance, administration, and funding for program delivery;
- Assess and develop strategies to respond to the socioeconomic conditions of member communities, relevant federal and provincial policy reforms, legislated changes, and other emerging issues that may impact service delivery;
- Develop and maintain professional relationships with member communities, related organizations, provincial and federal partners, referral agencies, and other stakeholders;
- Develop and implement record management processes to ensure all employee and client case files, records, and supporting documents are kept up to date, secure, confidential and in accordance with applicable legislation and the organization's policies;
- Reporting to, and obtaining direction from, the Board of Directors on important matters affecting the organization.

Competency Expectations: *(Include but are not limited to)*

To excel in this position, candidates must demonstrate a range of competencies that reflect strong leadership and management capabilities. Below are the key expectations:

- **Leadership and Teamwork:**
 - Proven ability to leverage the skills and strengths of employees through effective leadership and human relations.
 - A strong commitment to fostering teamwork, which involves recognizing individual contributions and facilitating collaboration among team members.
- **Financial Management:**
 - Expertise in financial management, including comprehensive knowledge of the budgeting process and cycle.
 - Ability to create, monitor, and adjust budgets to ensure financial health and accountability.
- **Report Writing:**
 - Proficient in writing clear and concise reports that adhere to federal and provincial reporting requirements.
 - This includes understanding the obligations related to documentation and compliance necessary for funding and program evaluation.
- **Organization Skills:**
 - Well-organized and skilled at employing monitoring strategies to track employee performance, service delivery, and client progress.
 - Ensures that quality and practice standards are consistently met through effective oversight.
- **Program Management:**
 - Demonstrated ability to manage complex, multi-dimensional programs and activities while adapting to changing priorities.

- Maintains composure under stress, ensuring that efficiency and effectiveness are upheld in a dynamic work environment.
- **Autonomy and Critical Thinking:**
 - Proven capacity to work independently, utilizing strong critical thinking, judgment, problem-solving, and decision-making skills.
 - Able to navigate challenges and develop solutions autonomously.
- **Negotiation and Relationship Building:**
 - An effective negotiator with a reputation for building trust and respect through strong human relations, consultation, and communication skills.
 - Demonstrated ability to diffuse challenging situations and manage difficult individuals effectively.
- **Communication:**
 - Ability to establish and maintain effective relationships through strategic communication techniques.
 - Ensures that internal and external communication lines are open and effective.
- **Human Resource Management:**
 - Good working knowledge of HR management practices and legal requirements, and facilitating lawful and effective personnel management.
- **Technological Proficiency:**
 - Well-versed in electronic and digital technologies, as well as relevant office systems and applications that enhance productivity and communication.
- **Empathy and Passion:**
 - Demonstrated empathy and a genuine passion for working with Aboriginal children, families, Elders, and vulnerable populations.
 - Shows a commitment to advocacy and support for these communities.
- **Professional Integrity:**
 - Credibility and respect earned through a strong work ethic, personal integrity, and professional behavior.
Consistently upholds a lifestyle that reflects the values of the organization, and the communities served.

Education, Knowledge and Work Experience Requirements:

- Candidates must possess a university degree in a relevant field, along with a substantial background of at least 15 years in administrative and leadership roles. This experience should include managing budgets, overseeing finances, and directing employees, programs, and service delivery, ideally within a First Nation organization.
- Additionally, candidates must have a thorough knowledge of applicable legislation, policy frameworks, and reporting requirements relevant to the organization and its programs and services.
- An in-depth understanding of Mi'gmaq culture, values, traditions, and socioeconomic conditions is also essential.
- The ability to speak Mi'gmaq would be a significant advantage for applicants.
- An equivalent combination of training and experience may also be considered.
- Preference will be given to qualified candidates of Indigenous ancestry.

Other Required Training, Certification or Conditions:

To qualify for this position, candidates must meet specific training and certification requirements, as well as certain conditions. The following are essential prerequisites:

- **Criminal Record Check:** A current Criminal Record Check is mandatory, as stipulated by law, to work within the vulnerable sector. This ensures the safety and well-being of clients, particularly those who are vulnerable.
- **Prior Contact Check:** Candidates must undergo a prior contact check with Community Child and Family Services or the Department of Social Development.
- **Travel Requirements:** The role requires the ability to travel throughout the organization's territory and within the province as needed. This may involve attending meetings, community events, or site visits to better understand and support the needs of the communities served.
- **Commitment to Work Hours:** A strong commitment to working long hours, when necessary, is essential to ensure the organization can effectively respond to client and organizational needs. This may include evenings, weekends, or special events that require additional support.

SALARY RANGE:

The position offers a competitive weekly salary.

BENEFITS:

The employer covers 80% of health and dental insurance costs, while the employee is responsible for 20%.

A maternity leave top-up is available, offering up to 95% of the employee's salary during the leave period.

Interested candidates are encouraged to submit their resumes, with a cover letter highlighting relevant qualifications and experience, to MCFSHR@nb.aibn.com

The submission deadline is August 25, 2025.

When submitting your application, please include the position title "Chief Executive Officer" in the subject line of your email.