



Ta'n Etli-tpi'tmk

"Where we gather and give out"

Mi'kmaq Social Governance Association of Mi'kma'ki

EMPLOYMENT OPPORTUNITY

TA'N ETLI-TPI'TMK (TEA)

POSITION: Project Manager-Case Management and Training Coordinator

ISSUED: APRIL 17, 2024

Ta'n Etli-tpi'tmk is a Mi'kmaq government institution formed by the thirteen Chiefs of Nova Scotia on February 15, 2021, to exercise the Mi'kmaq right to develop and implement political and administrative structures to support Mi'kmaq governance over enhanced social services for L'nu and their families.

As the Project Manager-Case Management and Training Coordinator who will report to the Executive Director, you will collaborate with community Social Development Administrators (SDAs), Case Managers(CM), and TEA Case Management Coaches to facilitate the effective implementation of Mi'kmaq social assistance client case management in all 13 Nova Scotia Mi'kmaq communities.

A brief overview of your responsibilities will include:

Supervising the TEA Case Management Coaches, Coordinating planning efforts, developing an annual work plan to support the implementation of case management across Mi'kma'ki, preparing annual work plans, coordinating data collection from communities monthly, supporting the preparation of the annual case management funding submission, attends training and professional development sessions as required, travel to assist social staff in all 13 communities across Nova Scotia as required. For a full job description, please refer to our website at:

<https://www.msgam.ca/case-management-training/job-descriptions>

Qualifications:

- Bachelor's degree in a relevant field.
- Experience in a management role
- Strong organizational and communication skills.
- Ability to work effectively with diverse stakeholders.
- Drivers license and access to a reliable vehicle to travel between Mikmaw communities.
- is required
- Research experience is considered an asset
- Knowledge of Mi'kmaq culture and communities preferred.
- Experience in social services or community development is considered an asset

Other information

The incumbent should have a strong knowledge of:

- Google Workspace (Gmail, Google Docs/Slides/Sheets)
- Microsoft 365
- Be proficient on both Microsoft and Apple devices
- Develop promotional materials such as posters, informational pamphlets, and community resources

Qualified candidates should submit a cover letter and current professional resume and at least two (2) references (at least 1 professional reference) by Wednesday, May 1, 2024, at 12:00 noon to Samantha Young (samantha@msgam.ca)

We welcome applications from individuals residing in all areas of Nova Scotia

Interviews will be held within two weeks of the closing date. The successful applicant will be expected to start as soon as possible.

Location of work: to be determined.

Salary and benefits: to be discussed.

This employment opportunity is consistent with Mi'kmaq section 35 rights to self-government and authority. Only those deemed qualified will be contacted for an interview. Under the Aboriginal Employment Preference Policy, Ta'n Etl'i-tpi'tmk will give preference to the Indigenous applicant when two or more candidates are deemed to be equal in terms of "best qualified".