GWA'SALA - 'NAKWAXDA'XW NATIONS

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Social Development Manager

Gwa'sala-'Nakwaxda'xw Nations (GNN)

Salary: Commensurate with experience and education
Position Type: Full-Time, 1 Year contract with possibility of extension
Hours of Work: 35 hours per week
Location: Port Hardy, BC
Closing Date: December 4, 2026

Job Summary

The Social Development Manager, under the direction of the DOO, will be primarily responsible to coordinate and participate in case management under federal and provincial programs regarding Disability, Social Assistance, Aging Out/Widow's Program (CPP, Old Age Security, Widow's Pension, etc.), and other department planning activities. The Social Development Manager promotes client self-sufficiency, protects client rights and dignity, and ensures programs are delivered in accordance with relevant legislation, funding requirements, and organizational policies.

The Social Development Manager also provides leadership and supervision to departmental staff while fostering a safe, culturally responsive, and client-centered work environment.

Key Responsibilities

- Managing the Nation's Social Development Program and services.
- Supervising and supporting departmental staff.
- Coordinating client case management and service planning.
- Collaborating with provincial and federal agencies.
- Monitoring program outcomes and reporting requirements.
- Identifying service gaps and developing program improvements.
- Advocating for community members and promoting client self-sufficiency.
- Ensuring compliance with organizational policies and health and safety requirements.

Experience

- Two (2) years of experience in a management role
- Ability to delegate, set expectations, and monitor progress of all direct reports
- Demonstrated time management skills
- Effective leadership skills, with a strong focus on mentoring and motivation of employees
- Experience with coaching and employee development

- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Ability to identify issues and implement creative and strategic solutions to overcome problems
- Ability to remain calm and poised in urgent situations
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and exercise sound judgment

Education

- Grade 12 OR Grade 10 with two (2) years of relevant applicable experience
- Post secondary education is an asset

Working Conditions

- Interaction with employees, management, and the public at large
- Interaction with others under varying circumstances-including situations of a highly sensitive nature
- Regular work hours, with some nights, weekends, and holidays
- Occasional overtime
- Work involves managing multiple priorities, deadlines, and sensitive matters in a dynamic environment
- Attendance and conducting of presentations

Conditions of Employment

- Successful Criminal Record Check.
- Successful Vulnerable Sector Check.

How to Apply

Please submit your cover letter, resume and two (2) references to:

hr@gwanaknations.ca

Applications must be received no later than December 4, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Gwa'sala-'Nakwaxda'xw Nations is committed to advancing Indigenous employment and self-determination. Preference may be given to qualified Indigenous applicants in accordance with applicable employment and human rights requirements.