



# NATIVE COURTWORKER

## AND COUNSELLING ASSOCIATION OF BC

YEARS | A HELPING HAND TO JUSTICE

<b>Job title</b>	<i>Regional Manager – South Coast</i>
<b>Reports to</b>	<i>Director of Court Services</i>
<b>Status</b>	<i>Full Time – 35 hours per week</i>
<b>Salary</b>	<i>\$71,237.29 - \$85,043.10 (per year, dependent on experience)</i>

### Our Organization – Mission Statement: “A Helping Hand to Justice”

The Native Courtworker and Counselling Association of British Columbia (NCCABC) provides culturally-appropriate services to Indigenous people and communities consistent with their needs. Our services are accomplished by assisting persons involved in the criminal justice system; providing access to counselling and referral services for clients with substance abuse and detox support issues; providing advocate services for Indigenous family and youth. Our dedicated employees are responsible to the needs of the community by providing quality, innovative and educational options where people are treated with dignity and respect.

### The Position

Under the supervision of the Director of Court Services and subject to the policies and procedures of the Association, the Regional Manager will direct and coordinate the activities of the Native Courtworker program in the South Coast Region. The manager is responsible for regional operating budgets and ensuring workers adhere to their requirements.

This position is based at 14 - 55 Front Street, Nanaimo, BC V9R 5H9.

### Duties and Responsibilities

The Regional Manager will plan, direct and co-ordinate the operations of the programs in their respective regions throughout the Province of BC; while providing guidance to its front-line employees in the day to day operations of each program.

### Operational & Financial

- Coordinate regional operational / financial budgets and participate in the determination of organizational policies regarding such issues as participant eligibility, program requirements, and program benefits.
- Analyze proposed legislation, regulations, or rule changes to determine how services could be impacted.
- Ensure programs quality by evaluating the use of resources, staff needs, performance and outcomes.
- Review performance data (financial and reports) to monitor and measure productivity, goal progress and activity levels
- Prepare and maintain records and reports, such as budgets, personnel records, or training manuals.

### Human Resources

- Monitor and coach, the performance of its staff and might provide direct service and support to individuals or clients, such as handling referrals, conducting a needs evaluation, or resolving complaints when needed.
- In collaboration with the Human Resources Manager and the Executive Director, evaluate regional recruitment needs. Select, hire, and coach the different program’s staff.
- Provide a safe and healthy workplace, based on clear, consistent, and open communication.

### Community Engagement and Marketing

- Establish and maintain good relationships with other agencies and organizations in the community to meet community needs.
- Represent the organization at public gatherings, conventions, forums, seminars, conferences.
- Researches and analyzes community needs to determine program directives and goals.
- Speak to community groups to explain and interpret the organization purposes, programs, and policies.
- Actively market and promote services or programs through community engagement
- Conducting events, (educational seminars, community training programs etc.) and gather data and information to determine pitfalls and next steps.

### Knowledge, Skills, and Education

- Knowledge and understanding of Indigenous culture and traditions and a demonstrated ability to work with Indigenous people. **Preference will be given to individuals with an Indigenous background as per section of Section 41 of the Human Rights Code**
- A Bachelor of Criminology, Social Work, or Arts in a related social science discipline and/or a Diploma in Criminal Justice or Social Services.
- A combination of the minimum educational requirements and three to five years of progressively related work experience or higher educational achievement and three to five years of progressively related work experience.
- Knowledge of Project management including planning, budgeting, and contract management.
- Excellent verbal, written and online communication skills backed up by consistent and timely replies to co-workers and subordinates.
- Proven experience in public speaking, facilitation, and presentation.
- This position demands travel; the possession of a valid B.C. Driver's license is an essential requirement.
- Clear understanding of labour and employment legislation as well as working in a unionized environment, standard provisions of BCGEU collective agreements, and WorkSafeBC.
- High level of confidentiality: Able to practice a high level of confidentiality while engaging in all levels of communication with a variety of stakeholders, employees, and community in general.
- Excellent Stress Management: Excellent organizational and management skills in an often fast paced and rapidly changing environment that would provide excellent operational outcomes.
- Proven Leadership: History of mentoring, coaching, and inspiring a team to meet difficult challenges.
- Business Acumen: Proven experience of operating budgets, data analysis, and analytical thinking to achieve the best possible outcomes for the Program and the Association at large.

### Application Process

The deadline for applications is Wednesday, January 17, 2024, at 4:00 p.m. PST. To apply, please enclose a cover letter, along with your resume to:

[ralcock@nccabc.com](mailto:ralcock@nccabc.com) with the subject line: Regional Manager

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**Be advised that only the candidates selected for an interview will be contacted. Thank you for your interest in this position.**