



Career Opportunity
Director of Social Assistance
(Full-time Permanent)

Closing:

February 27, 2026

Anticipated Start Date:

As soon as possible

Salary Range:

\$90,000-\$105,000

(Based on Qualifications and Experience)

General Description:

Reporting to the Executive Director of Band Member and Community Services the Director is responsible for overseeing program delivery, supervising staff, ensuring compliance and accountability, and leading continuous improvement efforts. The role plays a key part in supporting client stability and well-being while working toward reduced long-term dependency on social financial assistance where possible.

The Director of Social Assistance provides leadership, management, and strategic direction for Sipekne'katik's Social Services Department. This role ensures that social assistance programs and client supports are delivered in a respectful, secure, and effective manner, aligned with community priorities, funding agreements, legislation, and organizational policies.

Key Responsibilities:

Department Leadership and Management 40%

- Provide direct supervision, guidance, and performance oversight for Social Client Support Workers and the Finance Clerk.
- Establish a respectful, professional, and accountable departmental culture.
- Set clear expectations, approve work, and address performance issues in accordance with policy.
- Ensure staff deliver services ethically, consistently, and with a client-focused approach.

Policy, Program, and Systems Development 25%

- Develop, recommend, and implement improvements to social assistance policies, procedures, guidelines, and service delivery models.
- Lead the development and evaluation of programs that support client stability, independence, and long-term well-being.
- Track trends, outcomes, and service gaps to inform planning and decision-making.
- Ensure program practices align with funding agreements, legislation, and organizational standards.

Reporting, Compliance, and Accountability 20%

- Prepare and submit required reports to leadership, funding bodies, and governing authorities.
- Ensure compliance with funding terms, program requirements, and internal controls.
- Monitor department performance and service outcomes.



- Support audits, reviews, and evaluations as required.

Client Protection and Risk Management 15%

- Ensure confidential client information is protected, secure, and accessed appropriately.
- Address complex or high-risk client situations using professional judgment.
- Ensure staff follow privacy, safety, and ethical standards.
- Respond to issues that present legal, operational, or reputational risk.

Qualifications and Experience/Skills:

- Bachelor's degree in Social Work, Public Administration, or a related social services field; an equivalent combination of education and experience may be considered.
- Registration or eligibility for registration as a Social Worker is considered an asset.
- Minimum of five (5) years of experience in social services or a related field, including leadership or supervisory experience in a client-focused environment.
- Strong knowledge of social assistance programs, client support practices, and service delivery models.
- Demonstrated leadership, staff supervision, and decision-making skills.
- Ability to interpret and apply policy, legislation, and professional standards.
- Strong written and verbal communication skills.
- Ability to manage sensitive and confidential information with discretion.
- Knowledge of Mi'kmaq communities and First Nations services; local cultural understanding is an asset.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required.
- Reliable access to transportation, minimal travel may be required for this position

Working Conditions

- Full-time position, 35 hours per week, primarily on-site.
- Standard business hours with flexibility as required to meet operational needs.
- Work involves sustained concentration, decision-making, and management of competing priorities.

Benefits:

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to the link above or
Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits

Only those applicants who qualify for an interview will be contacted.