

# Employment Opportunities



**Position:** Executive Director

**Service Area:** Recovery Centre IITAIKINAAPYOYIS

**Salary:** \$127,511 to \$161,000.00 Based on Education and Experience

**Date Posted:** April 17, 2025

**Closing Date:** April 30, 2025

**Competition Number:** EAS-04-17-2025

## **POSITION SUMMARY:**

IITAIKINAAPYOYIS is looking for an experienced and values driven Executive Director Executive to join their facility – IITAIKINAAPYOYIS a 74-bed, long-term treatment facility located within Siksika Nation, Alberta. This role offers the opportunity to shape a transformative and culturally grounded healing environment rooted in the Siksika Model, Recovery Capital, and the Recovery Community Approach.

## **DUTIES & RESPONSIBILITIES:** *Duties include but not limited to:*

### **Strategic Leadership**

- **Vision & Strategy:** Implementation of the IITAIKINAAPYOYIS Board vision, mission, and long-term goals in alignment with Siksika values and the Recovery Community's purpose.
- **Program Development:** Oversee the design, implementation, and continuous evaluation of culturally relevant and evidence-based recovery programs and services.
- **Collaborative Planning:** Guide the creation of programmatic, operational, and financial plans with the Executive Leadership Team (ELT), ensuring alignment with board-authorized policies.
- **Policy & Governance:** Establish and maintain policies and procedures that promote ethical, effective, and culturally grounded operations.

### **Operational Management**

- **Daily Operations:** Oversee day-to-day functions of the organization and ensure operational plans align with strategic priorities.
- **Workplace Culture:** Foster a trauma-informed, culturally respectful, and safe workplace in accordance with applicable legislation and Nation values.
- **Public Representation:** Represent the organization's mission and voice with government partners, agencies, funders, and the public.
- **Compliance & Records:** Maintain organizational records and ensure compliance with all legal, regulatory, and reporting obligations.
- **Resource Allocation:** Oversee organizational resource management to ensure long-term sustainability and efficient service delivery.

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- **Legal & Regulatory Compliance:** Ensure adherence to all applicable federal, provincial, and Siksika Nation governance standards, and timely reporting back to IITAIKINAAAPYOYIS board and all partners.

## Responsibilities include:

- **Financial Oversight**
- **Community Engagement**
- **Board Relations**
- **Governance & Partnership Alignment**
- **Communications**

## Education, Experience and Key Competencies

- A combination of education and/or equivalent experience in leadership, health care, addictions, mental health, social work, public administration, or a related field with a bachelor's degree in related studies.
- A minimum of 5 years' experience in a leadership role within a healthcare, social services, Indigenous organization, or community-based setting.
- Has a passion and a strong understanding of addictions, mental health, and trauma-informed care.
- Personal or lived experience with recovery or healing journeys is welcomed and considered an asset.
- Demonstrated ability to lead multidisciplinary teams and mentor staff within culturally grounded and high-accountability environments.
- Experience collaborating with Indigenous communities, organizations, or governments is **an asset**.
- A demonstrated openness to learning from Indigenous perspectives and working in culturally grounded environments.
- Proven success managing relationships with boards, funders, governments, and/or community stakeholders.
- Strong fiscal literacy and experience managing organizational budgets and financial reporting requirements and aligning financial resources to operational needs.
- Working knowledge of relevant provincial and federal legislation (e.g., Health Information Act, nonprofit governance, Indigenous health policy).
- Effective strategic planning and organizational development skills, including the ability to identify key issues and navigate complex systems.
- Commitment to ethical leadership, accountability, transparency, and cultural awareness.
- High degree of integrity, sound judgment, and discretion in handling confidential information.
- Strong verbal and written communication skills, with the ability to communicate across audiences (Board, Elders, funders, staff, community).
- Conflict resolution, negotiation, and diplomacy skills with a collaborative, solution-oriented approach.
- Experience with outcome measurement, quality improvement, and data-informed decision-making is considered an asset.

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Knowledge of, or willingness to learn, the Siksika Model, Recovery Capital, and the IITAIKINAAAPYOYIS approach.

To apply, and receive a Job Description or Employment Application, please send an email to:  
[peterg@siksikanation.com](mailto:peterg@siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.