



**OPERATIONS MANAGER  
BUFFALO SAGE WELLNESS HOUSE**

Full Time Position – Edmonton, Alberta  
Closing date – July 30, 2021

**Native Counselling Services of Alberta's mission is to promote the resilience of the Indigenous individual and family, through programs and services that are grounded in reclaiming our interconnectedness, reconciliation of relationships and self-determination.**

Buffalo Sage Wellness House (BSWH) is a 28-bed Community Residential Facility that houses Conditionally Released and Federally Sentenced Indigenous female offenders. Buffalo Sage has a home-like atmosphere with kitchenette and laundry facilities where personal development, life skills and healing are practiced daily. Native Counselling Services of Alberta's vision for Buffalo Sage Wellness House includes a daily routine for the residents that would consist of household chores, programs and employment training.

Currently, BSWH is looking for the right candidate to fill a full-time position as our Operations Manager.

Specific responsibilities of the position include:

- Responsible for the effective and successful management of staff, staff competency, quality control, static and dynamic security management.
- Enhance operational procedures, systems and service delivery principles in areas of case management and information flow.
- Establish and maintain professional, productive working relationships with residents, colleagues and other professionals.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Degree and/or diploma in Human Services with previous management experience in a related field.
- Knowledge and working understanding of Parole Board of Canada, Correctional Services Canada, Corrections and Conditional Release Act.
- Proficient with computers, Microsoft 365 and internet.
- Must have a reliable vehicle, valid Alberta driver's license with required liability insurance and confirmation of insurance coverage to transport clients.
- Up to date criminal record check, child intervention record check and must clear Correctional Services Canada Enhanced Reliability security check.

Starting salary: \$54,000.00 to \$58,000.00 based on experience.

**Please forward your resume and coverletter to:**

Marg Milicevic, Manager, Human Resources

Email: [careers@nca.ca](mailto:careers@nca.ca)

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the hiring process, please contact our Human Resource team.