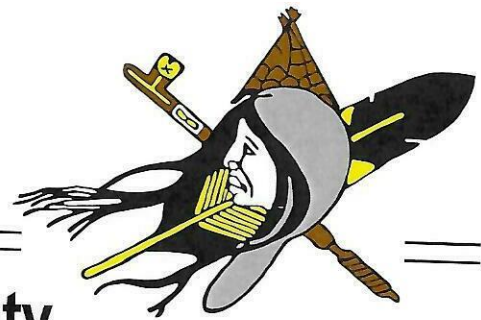


Poplar River First Nation

Poplar River, Manitoba
Box 90, Negginan R0B 0Z0

Phone (204) 244-2267
Fax (204) 244-2690



Employment Opportunity

September 21, 2026

The following employment opportunity is open to all interested candidates who meet the requirements:

APINONCHISIWIGAMIK (Group Home) is seeking the following

"GROUP HOME DIRECTOR"

Duties:

Leadership & Administration: Direct daily operations of the group home. Develop and implement policies and procedures. Ensure compliance with licensing, regulatory, and accreditation standards. Manage budgets, expenses, and purchasing.

Staff Management: Recruit, hire, train, and supervise staff. Schedule employees and maintain adequate staffing levels. Conduct performance evaluations and provide coaching. Address employee concerns and disciplinary issues.

Resident Care & Services: Ensure residents receive appropriate care, support, and supervision. Monitor individual service plans and treatment goals. Advocate for residents' rights, dignity, and well-being. Respond to emergencies, crises, and behavioral incidents.

Regulatory Compliance: Maintain required documentation and records. Prepare for inspections, audits, and licensing reviews. Ensure health, safety, and confidentiality requirements are met. Investigate and report incidents as required.

Family & Community Relations: Communicate with families, guardians, and case managers. Coordinate services with healthcare providers, schools, and community agencies. Participate in care planning meetings. Foster positive community relationships.

Financial Management: Oversee program budgets and expenditures. Approve purchases and monitor resource utilization. Ensure cost-effective operations while maintaining quality care.

Quality Assurance: Monitor program effectiveness and resident outcomes. Implement improvements to services and operations. Ensure staff follow best practices and organizational standards.

Re: Group Home Director

Requirements:

- Degree or diploma from a recognized University or College preferred
- Two or more years' experience in a management/supervisory role preferred
- Satisfactory and current criminal record check
- Must have strong leadership, administrative, and organizational skills
- Must have excellent oral and written communication skills
- Must be accountable and highly self motivated
- Must have good problem-solving skills
- Ability to work effectively with individuals to develop strong working relationships
- Ability to work with computer programs such as word and excel
- Documentation and report writing
- Ability to facilitate/coordinate & work in a team environment
- Ability to handle stressful situations
- Must be available to work evenings and weekends

All interested individuals who meet the above requirements are asked to email a resume to:

Mavis Bittern, Human Resource Manager

Email: Mavis.Bittern@prfnadmin.ca

Deadline for submission: Friday, October 2 @ 3:30pm

No resumes will be considered after the deadline