



OPPORTUNITY BRIEF
DIRECTOR OF SOCIAL ASSISTANCE
INDIAN BROOK, NOVA SCOTIA

SEARCH CONDUCTED BY PLACEMAKING 4G



About Sipekne'katik

Sipekne'katik is a multi-generational, Mi'kmaq community of over 3,000 members located in Hants County, Nova Scotia. **Sipekne'katik is a close-knit community with a strong focus on education and health**, and a strong desire to **advance economic development initiatives**.

In 2013, the community (formerly known as Indian Brook or Shubenacadie First Nation) reclaimed its traditional Indigenous name, Sipekne'katik, meaning "where the wild potatoes grow."

Sipekne'katik is **one of the seven geographic districts and one of 13 First Nation Bands of Mi'kma'ki** – the ancestral and unceded territory of the Mi'kmaq. It includes approximately 1,400 hectares of land holdings, including 408.3 hectares in New Ross, 43.5 hectares in Pennal 19, 412 hectares in Shubenacadie, 55.7 hectares in Wallace Hills, 1,000 acres at Grand Lake (Shubenacadie Indian Reserve No. 13) and 690 acres of fee-simple land.

Statement of Intention

Sipekne'katik is a **community rooted in the traditions and history of its ancestors**, taking pride in its Mi'kmaq culture, language and way of life. Sipekne'katik deeply value the diverse perspectives and experiences that strengthen their team and community.

Sipekne'katik is seeking a candidate with knowledge of and cultural sensitivity toward First Nations culture and their way of life; thus, preference will be provided to status Indigenous peoples with experience in social assistance services in a small and Indigenous community.

If accommodation to the recruitment process would help you present your full contribution potential, we would love to support you.

This Moment, This Position

Reporting directly to the **Executive Director of Band Member and Community Services**, the **Director of Social Assistance** leads a vital and complex department, providing strategic direction, leadership, and oversight for the Sipekne'katik Social Department. The position exists to ensure social programs and services support clients in a respectful, secure, and effective manner while aligning with community priorities, funding requirements, legislative limitations, policies, procedures, and organizational goals.

The role focuses on **strong leadership, accountable service delivery, program development, gentle change management** and **continuous improvement** to support client stability and reduce long-term dependence on social financial assistance where possible. Operating at a critical juncture for the Band, this individual will bring an **Indigenous lens and a strong blend of policy, financial management**, and **social work experience** to stabilize and reform the program while managing a multi-million-dollar file.

How You Will Contribute

Department Leadership and Management

- Supervise and guide the team, consisting of a Finance Clerk and four Social Client Support Workers
- Establish a respectful, professional, and accountable department culture
- Set clear expectations, approve work, and address performance issues in line with policy
- Ensure staff are consistent, ethical, and client-focused
- Provides budget input, monitors expenditures, and approves costs within authority
- Ensures financial activity aligns with funding and policy requirements

Policy, Program, and Systems Development

- Develop, recommend, and implement improvements to policies, procedures, and service delivery models
- Lead development and evaluation of programs and strategies that support client independence, stability, and prosperity
- Track outcomes, trends, and service gaps to inform decision-making and recommendations

How You Will Contribute (Continued)

Reporting, Compliance, and Accountability

- Prepare and submit reports required by leadership, funders, and governing bodies
- 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

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



What Will Help You Succeed

Education

- Bachelor's degree in social work, public administration, or equivalent social services discipline. Registration or eligibility for registration as a social worker is considered a strong asset.

Experience

- Minimum five years of experience in social services or related fields, including leadership or supervisory experience in a client-focused environment.

Cultural and Community Understanding

- Must possess an Indigenous lens; preference is given to candidates with experience delivering social services within another Indigenous community in Canada.

Skills

- Strong knowledge of social assistance programs, funding arrangements, and client support practices.
- Exceptional judgment and diplomacy to balance policy objectives, fiscal constraints, and political considerations.
- High emotional intelligence and the ability to manage complex, sensitive situations.
- Proficiency in interpreting and applying legislation, regulations, and social policy frameworks.
- Designs and adapts innovative social assistance solutions to evolving needs and crises, while advancing delivery mechanisms and fostering partnerships to improve coverage, efficiency, and impact.

Working Conditions

- Based in a community office environment (**100% on-site**).
- **Regular travel** within and outside the community; occasional overnights required.
- **35 hours per week**, typically 8:00 am to 4:00 pm, Monday through Friday, with flexibility to work additional time as required during peak periods or in support of the department's needs.
- Sustained **concentration, decision-making**, and management of **competing priorities**.

The Package

Salary	\$90,000 - \$105,000, Negotiable within range based on experience
Benefits & Perks	Health, dental, disability and life insurances, an employee and family assistance program, paid vacation and medical days, holiday shutdown and an employer pension plan.
Location	522 Church St. Indian Brook, Nova Scotia

What to Expect:

Hiring processes often reflect systems that don't work for everyone. At Placemaking 4G, we believe recruitment should be relational and affirming. We are working with organizations to ensure candidates are respected, informed, and supported throughout.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in-person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

Applications will be accepted until **June 8, 2026, at noon ADT.**

Please include a cover letter that speaks to your experience and offers a glimpse of your personality.

Wela'lin!



Have questions about the role?

Reach out to the Lead Placemaker at P4G to learn more.

Amr ElKhashab
Amr@p4g.ca



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