

**OPERATIONS MANAGER
Indigenous Healing Lodge's**

**Full Time Evening Position – Edmonton, Alberta
Closing date: October 30, 2025**

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.

Native Counselling Services of Alberta (NCSA) is committed to providing culturally relevant and holistic support services within our healing lodges for both male and female residents. The position of evening operations manager includes supporting other staff and residents on a ongoing basis. The individuals will work with the Directors and other staff within the two facilities to ensure expectations of staff/ residents are addressed on a ongoing basis. We are looking for a individual who is dependable, flexible and ensure required expectations are met by staff and residents, to support and address potential issues that may arise on a day-to-day basis.

Specific responsibilities of the position include:

- Responsible for staff by deploying and assisting as required to meet supervision/security standards.
- To ensure that security related programs are implemented and act as a team lead for the primary workers.
- By acting as a resource to NCSAS management team, including participating on relevant committees, attending meetings and acting as a representative of the healing lodge.

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.
- Good working knowledge of computers and information technology.
- Should have a basic understanding of the operations of Child and Family Services, Justice and court systems, corrections, housing and income supports is an asset.
- Previous supervisory experience is a asset.
- Ability to work as a team with excellent written and verbal communication skills. Must be dependable, maintain confidentiality, build working relationships with court personal and clients, having professional boundaries.
- Effective communication, interpersonal and organizational, time management skills are required.
- Must be prepared to learn NCSA Resiliency Model and agree to be fully immersed in the model with all interactions with staff, residents, community and government agencies.
- Ability to represent Native Counselling Services of Alberta in a professional manner.
- Must have a reliable vehicle, valid Alberta class 5 driver's license with a clean driver's abstract, required liability insurance and confirmation of insurance coverage.
- Must provide current criminal record check, child intervention check and able to pass CSC Security Clearance in order to maintain employment.

Starting salary- \$55,000.00- \$65,000.00 annual

Please forward your resume and cover letter to:

Marg Milicevic, Manager, Human Resources

Email: careers@ncsa.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.