





<b>TITLE:</b> Talking Together Program/Office - Manager	<b>DEPT:</b> Talking Together Program & Administration
<b>REFERENCE:</b> JD-TTP/ADM-01	<b>PAGES:</b> 2
<b>DEVELOPED:</b> Jan 13, 2020 revised – Jan 30, 2020	<b>APPROVED:</b> Pending

## **TALKING TOGETHER PROGRAM/OFFICE - MANAGER – JOB DESCRIPTION**

### **Summary**

Under the supervision of the Executive Director, the Talking Together Program/Office - Manager is responsible for the administration and management of the Talking Together Program and its development, and the planning and overseeing of Office Management and services for the corporation. This includes coordinating and communicating Office Management functions, Thunder Bay reception support duties, shipping and receiving, supplies and stationery, and facilities and building management.

### **Duties & Responsibilities – Talking Together Program**

- Supervise the day to day activities of the Talking Together Program staff
- Lead in the further development of the Program
- Provide and submit quarterly reports and stats to the Ministry of Children & Youth Services
- Provide ongoing training opportunities for the Talking Together Facilitators
- Implement a comprehensive evaluation of the Talking Together Program
- Manage and supervise the budgetary expenditures
- Organize and chair bi-monthly meetings/conference calls of the Talking Together Program Advisory Committee
- Organize and review client files of all Talking Together Facilitators bi-monthly
- Work with and assist communities in projects geared to Talking Together initiatives
- Travel to communities to promote and evaluate the Talking Together Program
- Supervise the development of promotional materials and oversee their distributions
- Promote the Talking Together Program through news articles and radio broadcasts
- Report to the Executive Director and participate as a member of the Management team
- Report to the Board of Directors quarterly and the NAN Chiefs in Assembly annually
- Such other duties as may be requested from time to time to further the Program.

### **Administration and Supervision**

- Assist with the review and administration of Funding Agreements
- Obtain and input program budget information and datum
- Review Program (s) budgets for financial management purposes



- Verify program financial data reports prepared
- Maintain a suitable filing system for the program(s) and individual expense staff records
- Supervise appropriate file management procedures, file closure and document shredding in compliance with appropriate policy and/or statutory requirements
- Provide supervision and support to Program staff

## **Financial Responsibility and Decision Making**

- Program administration ensuring the timely processing of timesheets, confirming and verifying travel claims and schedules, ensuring the completion of all reporting requirements (both Program and financial) statistics; conducts case supervisions and reviews and liaises with collateral service providers
- Program management assuring personnel management and administration; provides supervision and quality assurance (Program evaluations and reviews) I arranges for all facilitation training and certification; develops and effectuates all Program protocols; and liaises with funding agents;
- Such other duties as may be requested from time to time to further the Program

## **Duties and Responsibilities – Office Management**

- Carries out administrative activities associated with day to day Office Management operations and services of the corporation
- Works with Managers to plan, organize and develop office management procedures
- Co-ordinates and plan for office services, such as equipment, supplies, disposal of assets, parking, maintenance and security services
- Supports the Executive Director with building maintenance as needed
- Provides oversight of inbound/outbound mail, including priority post, packages, courier services, and other correspondence
- Manages telephone systems, messages and inquiries as needed
- Coordinates with A/P Clerk to ensure office has adequate supplies of office stationery, general office supplies, office furniture, and other equipment
- Assists in the management of building security, such as the assignment of keys and alarm codes for approved personnel
- Works with JHSC in ensuring the office facilities are in compliance with safety regulations, such as local fire codes, handicap access, other laws together with Health & Safety Committee.
- All other duties as may be requested from time to time to support Office management

## **Accountability and Supervision**

- Accountable to the Executive Director