



JOB DESCRIPTION

POSITION TITLE	Work Opportunity Program (WOP) Supervisor	STATUS	Full-Time, Indeterminate
DEPARTMENT	Wellness and Social Programs	LEVEL	5
SUPERVISOR	Social Programs Manager	REVISED	February 17, 2026

Context Statement

As an order of government in Canada, the First Nation of Na-Cho Nyak Dun (FNNND) has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

Job Overview

Reporting to the Social Programs Manager, the incumbent supervises and assists Work Opportunity Program (WOP) General Labourers in completing minor maintenance and repair tasks within the program's scope. Duties include clearing pathways to Elder and vulnerable Citizen residences, ensuring wood is split, transported and safely piled outside residences, and assisting with special projects and events throughout the year.

Main Duties and Responsibilities

- Supervise WOP General Labourers (assign tasks, authorize hours of work and overtime, administer leave requests, conduct performance evaluations).
- Ensure health and safety precautions are in place to comply with occupational health and safety regulations and procedures.
- Coordinate services with external contractors (for example, bulk wood delivery drivers and wood splitting services).
- Complete minor maintenance and repair tasks within the program's scope.
- Ensure entrance and exit pathways to Elder and vulnerable Citizen residences are clear of snow and ice.
- Ensure wood is transported to residences, split and piled safely.
- Provide day-to-day coaching, guidance and work readiness support to WOP participants.
- Monitor attendance, participation and work performance and document concerns or progress for the Social Programs Manager.
- Conduct routine inspections of vehicles and equipment, perform basic maintenance checks and remove unsafe equipment from service.
- Ensure minor landscaping and debris clearing tasks on FNNND properties are completed, as required.
- Assist in developing program maintenance and improvement initiatives (such as a community garden).
- Monitor and implement maintenance and repair schedules and maintain a daily log of tasks and completion timelines.
- Ensure maintenance tools, equipment, parts and supplies are inventoried, organized, secured and properly stored.
- Other duties as required.

Education and Experience

- Completion of Grade 10 and two years of work experience in carpentry, trades, landscaping or farming (supervisory experience is an asset); an equivalent combination of education, knowledge, skills and experience may be considered.
- Ability to interpret and use safety manuals, tools and equipment (e.g., chainsaw, hand tools and cutting tools such as an axe).
- Occupational Health and Safety training certification, or willingness to obtain.
- Knowledge of FNNND history, culture, demographics, goals and aspirations is an asset.
- Experience working in a First Nation multicultural environment and community an asset.

Management Skills

- Ability to take direction and meet deadlines.
- Ability to manage stress effectively.
- Strong time management, multitasking and organizational skills.
- Ability to work independently with limited supervision and work effectively with others in a collaborative, team-based environment.
- Ability to make decisions that require cultural sensitivity.
- Ability to handle confidential and sensitive information appropriately.
- Demonstrated reliability, sound judgment and ethical decision-making.
- Ability to safely maintain, use and store tools and equipment and interpret safety and installation instructions.

Interpersonal Skills

- Ability to interact with others sensitively, tactfully, diplomatically and professionally.
- Ability to resolve conflict while fostering team unity.
- Ability to maintain confidentiality and act with honesty and trustworthiness.
- Strong facilitation, listening, oral and written communication skills.
- Ability to build trust and positive relationships.

Direction/Decision-Making

While the Social Programs Manager establishes the goals, objectives, priorities and expectations of this position, the incumbent is responsible for managing day-to-day workload requirements and working toward established objectives, while ensuring compliance with applicable legislation, policies and procedures. The incumbent coordinates with other Departments to complete projects and schedule maintenance, equipment and other resources. Issues that cannot be resolved are brought to the supervisor for direction.

Impact and Accountability

The incumbent supervises and participates in ensuring minor maintenance and repair tasks on FNNND residences and properties are completed safely and efficiently. Errors may cause inconvenience to Citizens, property damage, or loss of time and resources. The incumbent's decisions affect the Department's ability to meet operational objectives, including WOP program priorities and occupational health and safety requirements. Errors in judgment may result in unsafe working conditions or incomplete tasks.

Working Conditions

The incumbent works in a physically active outdoor environment in all seasons, involving multiple tasks and shifting priorities. Flexible scheduling is required, including occasional evening and weekend work. Regular travel to sites within the Traditional Territory is required. Duties include lifting up to 50 lbs., shoveling, climbing and working in environments with exposure to noise, dust or debris. Personal protective equipment, including steel-toed safety boots, safety glasses or goggles, high-visibility vest, hard hat, gloves and chainsaw chaps, must be worn as required. The incumbent may encounter situations where Citizens are frustrated or upset, requiring patience, professionalism and strong interpersonal skills. The incumbent supervises labourers and monitors compliance with health and safety practices.

Key Personal Contacts and Contact Nature

Contact	Nature
Social Programs Manager	Direct supervisor. Receive direction, exchange information, report on project(s), recommend changes and assist with planning
Director of Wellness and Social Programs	Receive direction, exchange information.
WOP General Labourers	Provide supervisory direction and guidance program.
Other Departments	Provide information, coordinate efforts, exchange information.
Elders	Receive guidance and support, where required.
FNNND Citizens	Exchange information.

Supervised Employees

- WOP General Labourers

Conditions of Employment

- Police Records Check
- valid Class 5 Driver's License and Driver's Abstract (preferably Class 4)
- First Aid and CPR
- Chainsaw Certification
- willingness to take training pertaining to the position

Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.

Position Approval and Acknowledgements

Supervisor

I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

Incumbent

I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

Supervisor

Incumbent

Date

Date

Department Director

Director of Human Resources

Date

Date