Ka-Na-Chi-Hih Healing Lodge

Weekend Supervisor

Ka-Na-Chi-Hih's **Weekend Supervisor** is responsible for providing on-site leadership and operational oversight of the Healing Lodge during weekends as well as on-call support. This role focuses on supporting frontline staff, addressing real-time issues, and ensuring a safe, responsive, and culturally grounded environment for clients and staff. The Weekend Supervisor acts as the primary leadership presence on weekends, offering coaching, guidance, and decision-making support, while coordinating with the Treatment Services Manager and the Director of Treatment Services as needed. The role plays a critical part in maintaining program continuity, managing crises, and supporting staff performance and well-being.

DUTIES AND RESPONSIBILITIES:

- Provide on-site leadership during weekend operations, ensuring a safe, supportive, and culturally grounded environment for clients and staff.
- Act as the first point of contact for staff concerns, providing real-time guidance, problem-solving, and decision-making support.
- Supervise and support frontline staff including Wellness Workers and other program personnel, ensuring adherence to policies, procedures, and program expectations.
- Respond to and manage crises or incidents, ensuring timely communication with on-call leadership and appropriate internal/external stakeholders.
- Support staff through coaching, mentoring, and conflict resolution, fostering a positive and accountable team environment.
- Ensure appropriate staffing levels are maintained during shifts; address short-notice absences and support shift coverage as required.
- Liaise with leadership to escalate issues, provide updates, and ensure continuity of care and operations where required.
- Monitor program activities to ensure consistency, quality, and alignment with organizational standards and cultural practices.
- Document incidents, staff concerns, and key operational updates, ensuring clear communication to weekday leadership.
- Conduct regular check-ins with staff to support well-being, performance, and engagement.
- Assist in maintaining facility standards, addressing minor operational or logistical issues as they arise.
- Support implementation of program directives, quality improvements, and any weekend-specific initiatives.

- Perform other related duties as necessary to support the ongoing success of the organization and its mission.

ACCOUNTABILITY:

The **Weekend Supervisor** reports to **the Treatment Services Manager**, with indirect accountability to the Director of Treatment Services. The role works closely with the Residential Services Supervisor and other Client Care Team members to ensure seamless operations across all shifts.

QUALIFICATIONS:

Education

- **A degree/diploma or certification** from a recognized university or college in addictions, social work, or related field or equivalent training

Experience

- **Minimum 2 years' experience in a supervisory or leadership role**
- Experience in a residential care setting
- Experience in working in the field of addictions and mental health
- Experience working with Indigenous peoples and communities

Skills

- Ability to interact with others in a positive manner and display strong emotional intelligence
- Excellent oral and written communication skills
- Understanding of mental health, addictions, and trauma
- Technological skills with Windows, Microsoft suite (including Outlook email and calendar, Excel, Word, PowerPoint), as well as cloud-based software including SharePoint
- Ability to provide a Criminal Record Check and Vulnerable Sectors Screen
- First Aid and CPR
- Ability to work flexible hours throughout the weekend
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) is considered an asset.

Employees will be eligible for an incentive upon obtaining certification through the Indigenous Certification Board of Canada (ICBOC).