



TSOW-TUN LE LUM SOCIETY

HELPING HOUSE

PO Box 308 Stn Main
2850 Miller Rd, Duncan BC V9L 3X5
Phone: **(250) 390-3123** Fax: **(250) 390-3119**
www.tsowtunlelum.org

Program Director

Full-time Position

Application deadline : March 15th, 2026; 4.30pm

The Program Director serves a vital and essential role in Tsoow-Tun Le Lum's healing programs.

Position Summary:

- Oversee and supervise the delivery of Tsoow-Tun Le Lum programs, relatives' case management, and case plan development.
- Provide supervision and regular evaluation of program staff and counsellors; including regular work reviews, performance management; recognition and discipline.
- Assist in fostering and developing strong team morale and cohesiveness.
- Ensure the program standards align with or exceed external accreditation requirements.
- Assist with strategic visioning and operation recommendations, including budgeting.

Additional Responsibilities:

- Keep current with counselling knowledge and skills for individual and group healing programs.
- Oversee and ensure high quality care is provided to all relatives (clients); and manage relatives' (clients') concerns within the House.
- Meet with individual relatives (clients) as needed.
- Oversee scheduling and time management of Program staff and House Elders, Traditional teachers and Knowledge Keepers.
- Assist in relationship building with organizations and community circles/networks, acting as an ambassador for the House.

Qualifications and Requirements:

- Bachelor's Degree in Counselling Psychology or Social Work or equivalent. Master's Degree and/or registered with a licensed college as a mental health practitioner is considered an asset.
- At least three years of experience in program administration/management.
- Extensive knowledge of substance misuse and trauma healing practices.
- Significant experience in Indigenous work settings; lived experience within the community including awareness and knowledge of Indigenous traditions, ceremonies, and values. Active relationships with Indigenous Knowledge Keepers, Elders and Traditional teachers.
- Well-developed problem-solving skills.
- Excellent interpersonal, written, and oral communication skills.
- Demonstrated ability for problem solving and quick decision making.
- Comfortable using case management software; Share Vision is an asset.

Additional Requirements:

- Due to the nature of our work at Tsow-Tun Le Lum, and in alignment with Board Policy; applicants must be alcohol and drug free for a minimum of 3 years; and be willing to serve as a role model by maintaining an abstinent lifestyle while working at Tsow-Tun Le Lum.
- Current Criminal Record Check (less than 6 months)
- Valid First Aid certificate or willing to attend First Aid training.
- Valid BC Driver's License; Class 4 is an asset.
- Current TB Test results.

In meeting the objectives and philosophies of the Society, preference will be given to qualified individuals of Indigenous ancestry in accordance with Section 42 of the BC Human Rights Code.

Submit a **Cover Letter** and **Resume** to:

**Att: Hiring Committee,
Tsow-Tun Le Lum Society**
PO Box 308 Stn Main
2850 Miller Rd,
Duncan, BC V9L 3X5
Email: antonina.skliarenko@ttlls.org

Please include in your COVER LETTER:

- the **length of time** you've been abstinent from alcohol (includes social drinking) and drugs, including marijuana and all cannabis products;
- your **Indigenous ancestry**.

***The Hiring Committee thanks you for your interest.
Only those selected for an interview will be contacted.***