



Siksika Family Services Corporation
Siksika Children's Services
Placement Resources Officer – Off Reserve
Job Posting –Permanent F/T
Closing Date – April 7, 2021



GENERAL STATEMENT OF POSITION:

The placement Resources Officer is responsible for monitoring and supporting Caregivers for Siksika Children's services Child Protection clients. Over all the implementation and delivery of the Siksika Children's Placement Resources Program in accordance to the Child, Youth and Family Enhancement Act and other related provincial legislation, and established Siksika Policies and Procedures. The Placement Resources Officer is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance to Siksika culture and traditions incorporated by the agency.

SUPERVISION RECEIVED: Placement Resources Team Lead

SUPERVISION EXERCISED: Indirectly – Monitors caregivers.

DUTIES AND RESPONSIBILITIES:

- Provide support, guidance, leadership and supervision of Caregivers.
- Document Child/Youth and Caregiver information and write reports.
- Process and maintain records of Caregiver expenses.
- Manage crisis situations.
- Liaison with Siksika Children Services Child Protection & After Hours' teams.
- Ensure Caregiver homes meet licensing requirements and prepare license packages.
- Participate in team meetings and/or individual supervision to review ongoing licensing non-compliances, home safety assessments and placement issues to ensure families meet statement of need, qualification/service standards.
- Evaluate issues of recruitment, retention and advocacy of Caregivers.
- Become educated in order to assist in conducting Home Assessment Reports.

EDUCATION AND EXPERIENCE: Bachelor Social Work degree plus related experience.

Bachelor degree in a related social science or education discipline with three (3) years' direct related experience, may be considered. Experience working with Siksika families and children or with other First Nation children and families is an asset.

WORK ENVIRONMENT:

Unavoidable interruptions, changing priorities, workload emergencies, along with client trust relating to employee's mandate to investigate reports of abuse, neglect and emotion and injury. Periods of excessive activity. May have to share office space. Times of unavoidable overtime due to families' schedules and agency mandate. Must have valid driver's licence and access to a reliable vehicle that meets the requirements of approved anchor bolts for baby/child car seats and business insurance coverage minimum two (2) million liability.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00p.m on posting closing date. **PLEASE QUOTE: #029-2021.**

IMPORTANT: Applications must include the following:

1. **Resume (including Degree/Diploma/Certificates) and/or other pertinent documents with 3 current employee references.**
2. **Current Criminal Record Check and Child Intervention Check**
3. **Copy of Drivers License**

PLEASE NOTE: *Only complete applications will be considered for interviews.*

SFSC thanks all applicants and wishes to advise, that only those candidates selected for an interview will be contacted FSC thanks all applicants and wishes to advise that only those candidates selected for an interview will be contacted.