



**Siksika Family Services Corporation**  
**Siksika Children's Services**  
**Program Manager – Off-Reserve**  
**Job Posting –Permanent F/T**  
Closing Date – January 4<sup>th</sup>, 2021



**GENERAL STATEMENT OF POSITION:**

The Siksika Children's Services Program Manager -Off-Reserve manages the day-to-day operations of all goals and strategies identified in business and operation plans for Off-Reserve (Calgary) Child Protection Services and the Intake/Investigations Unit. The Program Manager ensures consistency and adherence to practice standards and provides leadership to Siksika Off-Reserve Child Protection and Intakes/Investigations. This position works within all direct provisions and ensures compliance to the Child, Youth and Family Enhancement Act (CYFEA), other related legislation, and the policies and procedures of Siksika Family Services Corporation.

**SUPERVISION RECEIVED:** Director, Siksika Children's services

**SUPERVISION EXERCISED:** Siksika Children's Services Child Protection Team Leads (Calgary Office)  
Siksika Children's Services Intakes/Investigations Team Lead

**DUTIES AND RESPONSIBILITIES:**

- Responsible for leading the effective and efficient day-to-day operations of Siksika Children's Services Off-Reserve Child Protection and Siksika Children's Services Intake and Investigations Unit (on & off Reserve) by meeting the goals and strategies identified in business and operational plans, human resources management, financial management, strategic planning, monitoring and evaluation.
- Utilize strong leadership skills in a collaborative team approach with staff and community partners to operationally perform their primary legislative, program and Siksika Nation Cultural integration responsibilities such as the Child Youth and Family Enhancement Act, Children's First Act and support Siksika Nation initiatives.
- Promote, support, facilitate, implement and lead the progressive strategies driven by Siksika Nation, Child Protection Practice Framework.
- Responsible for guiding the shift from a focus on child protection to healthy families; developing positive communities, promoting collaborative partnerships, cultural and traditional inclusion in order to achieve better outcomes for children and families.
- *Due to limited space, the duties of this position have been shortened, but will be made available to the successful interview candidates only.*

**EDUCATION AND EXPERIENCE:** Bachelor or Masters of Social Work degree with a minimum five (5) relevant Supervisory/Directive experience preferred. Bachelor or Masters in a related social discipline with a minimum 10 years recent relevant Supervisory experience may be considered. Experience delivering a full range of Children's Services programs is essential. Experience working with First Nation communities and families is essential. Experience in community development is considered a definite asset. Strong computer skills and experience working with Government information systems.

**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@siksikanation.com](mailto:familyserviceshrm@siksikanation.com) before 11:00 p.m. of closing date. Please quote posting #010-2021

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