



Kainaiwa Children's Services Corporation

STAWATSIMAANI "Raising Children"

Box 120, Standoff, Alberta T0L 1Y0

Telephone: (403) 737-2900 Fax: (403) 737-3299

Toll Free: 1-800-527-8627

Employment Opportunities

Kainaiwa Children's Services Corporation is a growing, dynamic First Nations organization providing programs and services to Blood Tribe children and families in need of support and protection so that they can become positive, healthy contributing members of our community. While maintaining KCSC's Vision, Mission Statements and incorporating Blood Tribe Traditions through "Kainayssini" the Declaration of the Elders of the Blood Indian Nation.

We are now accepting applications for the following positions with the Family Preservation Code.

COORDINATOR: Family Preservation Code

ONE (1) Position

Term: Term Contract 2 years

Competition#: 090622FPCC

Position Summary: Under the supervision of the Corporate Executive Officer (CEO) of Kainaiwa Children's Services Corporation, the Family Preservation Code (FPC) Coordinator shall be responsible for assisting in the development, implementation and facilitation of a Blood Tribe Family Preservation Code. The Coordinator will ensure the completion of all activities while assisting all working groups in developing terms of reference and work plans for each activity, while maintaining a positive and cooperative working relationship. The Coordinator will ensure all working groups are fully informed of all aspects and progress of the Bill C-92 Capacity Building Project. And shall be responsible for the duties as outlined below and perform other duties as assigned by the CEO.

- Coordinate working group meetings and assist with the planning of the terms of reference from each working group.
- Assist in the development and preparation of the FPC operating budget, budgetary controls and financial processing and reporting;
- Assemble working groups and maintaining motivation and apply direction as needed;
- Responsible for supervision of Family Preservation Code staff;

Qualifications: Degree or Diploma in Management, with experience in supervisory and leadership skills.

- Must possess excellent written and communication skills;
- Experience working with groups and keeping the focus and motivation to group;
- Must have thorough knowledge of the programs and services under Kainaiwa Children's Services Corporation
- The ability to speak and understand the Blackfoot Language and Culture;

ADMINISTRATIVE ASSISTANT: Family Preservation Code

One (1) Position

Term: Term Contract 2 years

Competition#: 090622-FPCAA

Position Summary: Under the supervision of the Family Preservation Code Coordinator the Administrative Assistant will provide office management and administrative services for quality, professional and functional operations.

- Process telephone and electronic inquiries and relay telephone call and messages for the Family Preservation Code Coordinator.
- Analyze incoming and outgoing memoranda, submissions and reports and prepare appropriate or required follow up.
- Coordinate the flow of information internally and with other departments and organization.
- Set up a filing system for the department and maintain the filing system according to KCSC Policy & Procedures;
- Maintain office supply orders and inventories, including supplies and maintenance;
- Meet with FPC Coordinator to plan scope and format of appointments and meetings of Coordinator and working groups;
- Prepare agendas and complete preparation for appointment and meetings, including advanced preparation of reoccurring meetings;
- Coordinate services for appointments and meetings, such as accommodation, travel arrangements, facilities, audio-visual equipment, and printing/photocopying;
- Ensure recording, preparation, distribution and/or obtain minutes and record of meetings for Coordinator, working group and other team members as required;

Qualifications: Administrative Assistant Diploma; or an Office Assistant Certificate with 2 years' experience.

- Knowledge and experience in business equipment and computer applications and General office equipment;
- Must possess excellent written and communication skills; possess ability to research, compile and organize information;
- Must have thorough knowledge of the programs and services under Kainaiwa Children's Services Corporation.
- The ability to speak and understand the Blackfoot Language and Culture;

All positions must be willing to work in a team environment; Must possess a valid Driver's License and reliable transportation; Undergo a Criminal Record Check and Child Youth Intervention Module (CYIM) Check; Confidentiality is a necessity.

DEADLINE FOR POSITIONS: SEPTEMBER 6th, 2022 (4:30 P.M.)

Send/Fax/Email Resume's and Cover Letters, quoting the **Competition Number** to:

Kainaiwa Children's Services Corporation

Attn: Human Resource Department

Box 120 Standoff AB T0L 1Y0

Fax: 403-737-3299 / Email: recruitment@kainaicsc.ca



Application must include the following:

1. Resume (including Degree/Diploma/Certificate) and/or other pertinent documents with three (3) current employment references
2. Current Criminal Record Check and Child Youth Intervention Module (CYIM) Check
3. Copy of Driver's license

Please Note: Only complete applications will be considered and only those granted an interview will be contacted