



KTC Child & Family Services

Customary Care Coordinator

Full Time Position



Summary:

The Customary Care Coordinator of Child and Family Services (CFS) is responsible for delivering services to our caregivers/families that provide care to our children and youth. This program area is specific to supporting families in success in providing Customary Care to our children and youth where they may have been displaced from their families, communities and culture. Further, this service oversees the successful permanency for our children where families caring for our children/youth are supported in being in their 'forever homes'. Will be working closely with the child protection unit in identifying the safety planning and needs for services for children and youth.

Duties:

- Reporting to the Executive Director regarding Customary Care program, submissions and budgets.
- Providing monthly and quarterly reports to the Executive Director.
- Assessing information from the child protection unit to determine ongoing suitability for the Customary Care program.
- Working collaboratively with the Founding First Nation (FFN) Departments and Band programming to ensure appropriate resources remain available.
- Working collaboratively with the KTC community program coordinators to determine the needs of the community and addressing service gaps.
- Participate in the development of the KTC CFS Strategic Plan.
- Extensive travel within the province of Alberta is required.

Education: Completion of a Degree, Diploma and/or a significant human services work experience. Minimum of two years of related management and supervisory experience.

Skills & Experience:

- Knowledge on how colonization and trauma impacts First Nations people and families.
- Strategic planning.
- Research and report writing skills.
- Basic understanding of KTC CFS.
- Maintain confidentiality and consideration when dealing with staff and volunteers.
- Knowledge of the FFN housing programs, resources and vendors.
- Ability to develop and maintain good working relationships with other First Nations programs, First Nations leadership, government officials and the general public.



- Strong communication (verbal and written) and organization skills.
- Adept at computer applications used at FFN Level
- Strong supervisory skills and ability to engage and encourage staff to work together as a team.
- Ability to deal with conflict resolution in a productive manner.
- Budget management and reporting.
- Extensive travel within the province of Alberta is required.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle), yearly drivers abstract may be requested; **Please submit Intervention Record Check and Canadian Police Information Centre (CPIC) clearances (within 6 months) with resume;** submit to oath of confidentiality; personal telephone or access to telephone; current first aid certificate (note: training provided if required); be willing to adhere to agency drug & alcohol policy; ability to speak and/or understand the Cree language a strong asset. Alcohol and drug testing pre-screening will apply. Proof of any post-secondary training must be provided.

Salary will be based on academic & professional qualifications

Open until a suitable candidate is found

Please forward to: careers@ktccfs.ca

We thank all candidates for their interest; however, only individuals meeting the qualifications will be selected for an interview, and will be contacted.

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