



KTC Child & Family Services
Box 279
Red Earth Creek, AB
T0G 1X0

Phone: (780) 767-2116

Fax: (780) 767-2120

Post Majority Supports Coordinator

Summary:

The Post Majority Supports Coordinator of Child and Family Services (CFS) will be responsible and accountable for assisting youth aging out of care and young adults formerly in care with supports from the age of majority up to and including the age of 25 within the Nations of KTC. They will develop and implement effective strategies to support the youth and young adults to reach self sufficiency within their communities. To enhance the safety, security and independence of young adult members formerly in care.

The coordinator will ensure the collaborative efforts between community members, programs, leadership and post majority support staff to improve the safety and living conditions of families of the FFN.

Duties and Responsibilities:

Duties:

- Reporting to the Executive Director regarding the post majority supports program, submissions and budgets.
- Providing monthly and quarterly reports to the Executive Director.
- Assessing information from child protection and post majority supports workers for the complete submission of budget approval to Indigenous Services Canada (ISC) including all required supporting documentation.
- Working collaboratively with ISC and the Executive Director for CHRT-41 claim submissions.
- Working collaboratively with the Founding First Nation Departments and Band programming on post majority support activities.
- 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.

Knowledge & Skills:

Education: Completion of a Degree or Diploma in Human Services, Social Work or related field with a minimum of two years of related management experience and two years working with individuals with complex needs.

Skills & Experience:

- Strategic planning.
- Research and reporting writing skills.
- Basic understanding of KTC CFS.
- Maintain confidentiality and consideration when dealing with staff and volunteers.
- Knowledge of the FFN 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 the 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.

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); **Please submit Intervention Record Check and Canadian Police Information Centre (CPIC) clearances 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.

Submit resumes to careers@ktccfs.ca

[Application Submission Has Been Extended To February 17, 2023 @ 4:30 pm](#)

Applicants are thanked in advance, selected applicants will be contacted for interviews