KTC Child & Family Services

Grief Cultural Support, Celebration of Life & Elders Advisory Coordinator
Job Opportunity

Summary:

The Grief Cultural Support, Celebration of Life & Elders Advisory Coordinator (GCSCLEAC) of Child and Family Services (CFS) has three roles:

a. The Grief Cultural Support Coordinator is responsible for providing short term and immediate supports to children, youth and/or families that have been faced with grief, loss or crisis. This program also offers community cultural supports as our children, youth and families come together in coping with an immediate or long-term crisis of grief and loss.
b. The Celebration of Life Coordinator is responsible for providing supports to Elders and Chapan's of children, youth and families wishing to celebrate significant milestones for their family members.
c. The Elders Advisory Coordinator is responsible for securing and supporting Elders for guidance on program service delivery.

Duties and Responsibilities:

- Reporting to the Prevention Manager regarding the GCSCLEAC program, submissions and budgets.
- Works under the direction of the Prevention Manager.
- Providing monthly and quarterly reports to the Prevention Manager.
- Supervise support staff.
- Assessing referral information from the Intake Worker to determine ongoing suitability for the Grief Cultural Support, Celebration of Life & Elders Advisory program.
- Receiving information from the community to determine ongoing suitability for the 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.
- Works closely with local elders to ensure cultural component is integrated.
- Other related duties as deemed necessary by the Prevention Manager.

Education:

Minimum completion of a Post Secondary Diploma and/or a significant human services work experience. Fluent in the Cree language.

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.
- Knowledge of the FFN specific beliefs, values and practices.
- 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 note that only applications that include the required Intervention Record Check and Canadian Police Information Centre (CPIC) with Vulnerable Sector clearances (within 6 months) will be considered;** Applications submitted without the required clearances will not be reviewed. 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. Confident in driving in the city of Edmonton and/or rural areas.

Open until suitable candidate found

Please forward to: careers@ktccfs.ca

We thank all candidates for their interest; selected candidates will be contacted for interviews.

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