



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

Phone: (780) 767-2116  
Fax: (780) 767-2120

## **Minor Home Repair Coordinator**

### **Summary:**

The Minor Home Repair Coordinator of Child and Family Services (CFS) will be responsible and accountable for the identification of housing constraints within the Nations of KTC. They will develop and implement effective solutions for the housing crisis in the communities that include minor home repair and home maintenance strategies. To enhance the safety, security and quality of life to members of the Founding First Nations (FFN).

The coordinator will ensure the collaborative efforts between community members, programs, leadership and minor home repair workers to improve the safety and living conditions of families of the FFN.

### **Duties and Responsibilities:**

#### **Duties:**

- Reporting to the Executive Director regarding minor home repair program, submissions and budgets.
- Providing monthly and quarterly reports to the Executive Director.
- Assessing information from minor home 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 Housing Departments and Band programming on minor home repair 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.

**Education:** Completion of a Degree, Diploma or a Red Seal endorsement and/or a minimum of two years of related management and supervisory experience.

#### **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 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 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](mailto: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**