



Siksika Family Services Corporation
Siksika Children Services
Program Coordinator – Prevention P/FT

Closing Date –July 21, 2021



GENERAL STATEMENT OF POSITION:

Reporting to the Community Education Team Lead, the Program Coordinator is responsible for providing program development, proper facilitation, and delivery based on the needs of Siksika Families under the Prevention/Early Intervention umbrella within Siksika Children's Services. The Program Coordinator is responsible for the delivery and review/evaluation of preventative programs offered to support families, the creation and overall facilitation of programs.

SUPERVISION RECEIVED: Siksika Children's Services Communication Team Lead

SUPERVISION EXERCISED: Indirectly – Monitors client's progress and effectiveness of service providers.

LOCATION: Siksika

DUTIES AND RESPONSIBILITIES:

- Responsible for program development based on needs of Siksika Families under Prevention Early Intervention.
- Establish and maintain key relationships within the community for purpose of program development, facilitation, and delivery.
- Create awareness of programs through community education.
- Support community/families through program coordination inclusive of positive cultural engagement focused on strengthening and preservation of culture and families; prevention focused education and advocacy.
- Collaborate and coordinate services with community stakeholders for programs
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

EDUCATION AND EXPERIENCE:

- Formal Post-Secondary Degree or Diploma in Education or may accept a combination of education, experience and knowledge.
- Knowledge of Siksika culture and traditions; Siksika Children's history, impact and influence in community, federal and provincial legislation and associated programs and their impacts on Siksika family and community.
- Knowledge of the impact of Intergenerational Trauma due to colonialism, residential school history, sixties scoop, child welfare system, additions, mental health, domestic abuse, parenting, socio-economic struggles on First Nation's people and communities.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00p.m on posting closing date. **PLEASE QUOTE: #044-2021** on your cover letter.

IMPORTANT: Applications must include the following:

1. **Resume (including Degree/Diploma/Certificates) and/or other pertinent documents with 3 current employee references.**
2. **Current Criminal Record Check and Child Intervention Check**
3. **Copy of Drivers License**

PLEASE NOTE: Only complete applications will be considered for interviews.

SFSC thanks all applicants and wishes to advise, that only those candidates selected for an interview will be contacted.