TSUUTI'NA NATION CHILD & FAMILY SERVICES SOCIETY

Address: 230 Old Agency Road, Tsuut'ina Nation, AB T2W 6E4
Phone: (403) 281-0121 Hours: Mon-Fri 8am-4pm

EMPLOYMENT OPPORTUNITY

Casework Supervisor

REF#2611-09

Title:	Casework Supervisor	**Designation:**	Full-Time
Reference:	2611-09	**Vacancies:**	One (1)
Department:	TTN Child and Family Services Society	**Opens:**	November 17, 2026
Portfolio:	Social Development	**Closes:**	November 30, 2026
Reports to:	Director of TTNCFSS	**Posting Type:**	Open to All Applicants

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POSITION SUMMARY:

The Casework Supervisor provides supervision, support, and direction to Generalist Caseworkers, Intake Assessors, and other assigned staff to ensure child intervention and family enhancement services are delivered in accordance with the Child, Youth and Family Enhancement Act (CYFEA), practice standards, and agency policies. The position oversees front-line service delivery, including intake, assessment, case management, permanency planning, and staff development while ensuring decisions support child safety, family well-being, and sound casework practice. The Casework Supervisor incorporates Tsuut'ina values, traditions, and cultural teachings into service delivery, decision-making, and supervision practices.

DUTIES AND RESPONSIBILITIES:

- *Supervision and Staff Development:* participate in the recruitment, orientation, training, supervision, and evaluation of staff. Promote professional development and establish performance objectives. Provide emotional and professional support to staff. Coordinate and facilitate team meetings and one-to-one supervision sessions. Develop and maintain systems that support teamwork, communication, and staff morale. Develop systems to ensure balanced workloads, on-call schedules, and staff coverage.
- *Casework Oversight and Consultation:* provide case consultation and practice guidance to Generalist Caseworkers. Participate in case conferences involving complex or high-risk matters. Monitor service delivery to ensure compliance. Assess risk and safety factors. Support decision-making regarding intervention services. Provide guidance in the development and review of related case plans. Assist in preparing cases for court and attend court proceedings when required. Consult regularly with the Director regarding case matters and service delivery.
- *Community Collaboration and Partnerships*: maintain collaborative relationships with families, community agencies, service providers, and support networks. Work collaboratively with the Band Designate to support planning, decision-making, and service delivery. Respond to community concerns regarding child safety and provide support to staff in addressing identified issues. Assist with community collaboration initiatives, events, and projects.

- *Administration and Operations:* review and monitor case and administrative expenditures and provide recommendations regarding budget requirements. Maintain caseload statistics and prepare reports as required. Process personnel documentation and administrative records. Ensure records management and documentation standards are maintained. Monitor legislative, policy, and practice developments and provide input regarding program and service improvements. Participate in after-hours and on-call rotation. Represent TNCFSS in a professional and ethical manner at all times. Attend staff meetings.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Desired Education, Knowledge, and Experience:
  - Bachelor of Social Work (BSW) and/or Master of Social Work (MSW) with related experience working with children, youth, and families.
  - Delegation Certification Training is required.
  - Registration with the Alberta College of Social Workers is an asset.
  - Knowledge of intergenerational trauma and trauma-informed approaches.
  - Knowledge of relevant legislation, regulations, policy standards, court processes, and legal authorities directly related to child intervention practice.
  - Knowledge of Tsuut'ina Nation culture, traditions, and community-based service delivery.
- Personal Attributes:
  - Strong leadership, coaching, mentoring, and supervisory skills.
  - Strong verbal, written, critical thinking, assessment, and decision-making skills.
  - Ability to assess family functioning, needs, risks, safety concerns, and strengths.
  - Strong engagement, collaboration, relationship-building, and conflict resolution skills.
  - Strong organizational, time management, prioritization, and case management skills.
  - Self-motivated with strong problem-solving abilities and sound professional judgment.
  - Ability to maintain professionalism, tact, cooperation, persistence, and confidentiality.
  - Ability to work independently and collaboratively within a team environment.
- General Employment Requirements:
  - Valid Alberta Driver's License, proof of insurance and registration, and reliable transportation.
  - Criminal Record Check, Vulnerable Sector Check, Child Intervention Check, and Academic Verification.
  - Oath of Confidentiality.

NOTE:
This organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. All applicants are asked to self-identify during the application process.

Competition Opens: November 17, 2026
Competition Closes: November 30, 2026 @ 11:59 PM MST (Late submissions will not be accepted)

Application Instructions:
Email your cover letter, and resume to jobs@tsuutina.com *OR* submit in-person at HR during office hours.

Please include the **Position Title and Reference Number** in the subject line to ensure it is received.

We thank all applicants in advance, however, only those chosen with the required qualifications will be contacted for an interview.