



EMPLOYMENT OPPORTUNITY

Western Cree Tribal Council Child, Youth & Family Enhancement Agency is seeking an individual to fill the position of:

DIRECTOR

(FULL-TIME PERMANENT)

Summary:

The CYFE Director reports to the CYFE Board, the Director will be responsible for the overall management of the Child Youth & Family Enhancement programs that provides Family Enhancement, Intervention Services, Kinship/Foster Care and Prevention to our affiliated nation communities.

The Director will provide expert specialized advice, consultation, and support to the delivery system of WCTC and various stakeholders. This position analyzes children's issues and trends as well as identifies and shares best practices from Alberta and other jurisdictions to help communities achieve quality services. The Director works in promoting practices in the field that enhances service quality and good outcomes for children ensuring that the new relevant legislation is implemented, and that service delivery model honours a family centered approach.

Duties and Responsibilities:

- Reporting and accountable to the Board.
- Responsible for providing leadership and financial management and direction to all operations, programs, and policies to ensure that the Agency is effectively administered, and a quality workforce is available supported and motivated to deliver programs and services.
- Administers, monitors, and evaluates the delivery of the CYFE program and culturally relevant services and approaches.
- Establishes and ensures the implementation of goals and objectives of the program which reflect the direction from the board, nation leadership and WCTC.
- Assisting in the positive implementation of community-based Child and Family Service programming.
- Coordinating the drafting and development of Program policies that are appropriate to First Nation culture values and to First Nation families as they relate to service delivery.
- Act as a liaison with Alberta Children and Family Services (CFS) workers and offices.
- Perform all the duties as a Director under the Child, Youth and Family Enhancement Act which include the duties of a Children's Services worker, the appointment of qualified individuals in accordance with legislation.
- Monitor accountability measures and TAPIS to ensure all requirements are being met.
- Lead or participate in any CFS governance or sub-committee, technical committees, as directed by the CYFE Board; this will assist in enhancing the strength and growth of WCTC CYFE department and programs.
- Maintain a relationship with all other DFNA and CFS programs in the Treaty 8 and Alberta region, sharing and obtaining information, where appropriate.
- Promoting the CYFE program through public relations presentations and public speaking engagements at conferences, workshops, and cultural events.
- Under the direction of CYFE Board, organizing and delivering CYFE orientation to WCTC Nation Chief and Council.
- Under the direction of CYFE Board, lead in the negotiations of the CYFE Agreements, when terms of the agreement are due.
- Work collaboratively with partnership ministries and community departments and resources.

- Hire, release and manage staff and contract employees.
- Supervise the CYFE Supervisors to manage CYFE teams on day-to-day responsibilities.
- When requested, support supervisors and CYFE team to provide direction on case consultation, alternative options planning, and strategies to protect clients and support families and family enhancement strategies.
- Receiving calls from clients, kinship/foster families, and other agencies only when Supervisors and other Intake/front line workers are unavailable or deemed appropriate.
- Ensure staff, and associated governance committees have up to date information on CFS legislation, policies, and amendments.
- Preparing monthly program activity reports (briefing notes, TAPIS reports, CFS Audits); information to include overall performance of organization, including comparisons to provincial results and breakdown of First Nation caseloads/assessment of quality of care.
- Ensuring that all Alberta Children and Family Services Information System and Active Cases are reviewed weekly and kept current. These include active case lists, monthly work reports, outstanding transfers, and other appropriate documentation and reports.
- The Director is responsible for the financial management of the CYFE program.

Qualifications:

- Possess at a minimum a Bachelor of Social Work Degree with a preference of 5-7 years' experience, 5 years of Alberta delegation, working with a First Nation and/or Provincial Children's Services department, equivalencies may be considered.
- Registered with College of Social Workers.
- Knowledge and experience in strategic planning, legislation, and policy development.
- In depth knowledge of issues, practices, and management of CFS and the impact on children and families
- Extensive knowledge of services to children, family dynamics and an understanding of the sensitive situations that families deal with.
- Knowledge of relevant Acts, Regulations and Legislation.
- Experience in working with First Nation children, youth, families, and communities in a supportive and culturally respected manner.
- Expert knowledge of the Provincial and Federal CFS Policies and Procedures.
- Extensive knowledge of conflict resolution mechanisms and the appeal process for CFS.
- Clean Criminal Record Check and Child Intervention record check.
- Must be willing to work on-call, evenings, and weekends.
- Must have a valid driver's license and clean driver's abstract.
- Knowledge of the language and cultures of the affiliated First Nations will be an asset.
- The ability to speak Cree is an asset.

Salary Range: Negotiable and dependent on qualifications and experience.

Closing Date: Open until suitable candidate is selected.

Please send your resume and copy of certificates in confidence to:

Western Cree Tribal Council Child, Youth & Family Enhancement Agency

Attention: Teryl Anderson **Email:** teryl.anderson@dfna.alberta.ca

Current Criminal Record & CYIM checks are required.

Incomplete applications will not be considered.

We appreciate the interest of all applicants; however, we will contact only those selected for interviews.