



EMPLOYMENT OPPORTUNITY

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

PREVENTION (FULL-TIME)

SUMMARY:

The Western Cree Tribal Council Child Youth & Family Enhancement Agency is comprised of three Nations; they are Sturgeon Lake Cree Nation, Duncan's First Nation and Horse Lake First Nation. This Prevention position will perform duties as requested of the Child Youth & Family Enhancement Prevention Coordinator.

DUTIES/ROLES/RESPONSIBILITIES:

FAMILY SUPPORT & PREVENTION:

- Assess preliminary prevention calls (non-crisis or CYFE direct calls) to determine if it is a prevention file or requires further intervention services and make referral. If file is determined to be prevention, complete assessment and make recommendations on how to proceed.
- Support WCTC CYFE members in locating and/or providing relevant and pertinent programming to families, parents, children, and youth.
- Support WCTC CYFE members in locating training opportunities.
- Develop prevention activities/services and healing interventions that support the nation's children, youth, and families such as recreation, parent education programs, family enhancement/preservation supports, cultural and traditional supports, in home supports, respite care, legal, services for mental health and addictions and community prevention efforts.
- To be confidential and deal with sensitive content in a professional manner.
- Flexible work schedule to meet the needs of the communities.
- Other related duties as deemed necessary.

QUALIFICATIONS:

- Have or working towards a human services centered diploma or degree is an asset.
- Excellent knowledge of office practices, procedures, and techniques.
- Excellent knowledge of computer skills.
- Excellent knowledge of composing correspondence.
- Excellent organizational skills and the ability to plan, problem solve and work under pressure.
- Must be able to work independently with minimum guidance.
- Ability to speak Cree would be an asset.
- Clear child intervention record and criminal record checks.
- Valid Driver's License, Clear Driver's Abstract and ability to travel.
- Residing near or in the communities of Horse Lake or Duncan's First Nation is preferred.

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: Tina Kappo

Fax: (780) 532-3148

Email: tina.kappo@dfna.alberta.ca

Current Criminal Record & CYIM checks are required.