



# Kainaiwa Children's Services Corporation

Box 120, Standoff, Alberta T0L 1Y0

Telephone: (403) 737-2900 Fax: (403) 737-3299

Toll Free: 1-800-527-8627

## Employment Opportunities

Kainaiwa Children's Services Corporation is a growing, dynamic First Nations organization providing programs and services to Blood Tribe children and families in need of support and protection so that they can become positive, healthy contributing members of our community

We are now accepting applications for the following positions with Blood Tribe Youth Wellness Center

### PROGRAM SUPERVISOR: Blood Tribe Youth Wellness Centre

One (1) Position Term: Contract Full-Time Competition: #071720PS-BTYWC

**Position Summary:** Under the direct supervision of the BTYWC Manager, the Supervisors are responsible for monitoring, coordinating and supervising all the activities of the staff and children within the Centre. The two Supervisors are expected to utilize a team approach in ensuring the delivery of quality child care services with a strong cultural component and in facilitating the development of team member's child care counseling skills. Other responsibilities include administrative duties, staff training and special projects as designated by the Manager.

**Qualifications:** Degree or Diploma in a Human Services Field or Addiction Certificate, and five (5) years related experience, with at least three (3) years direct experience in the area of addictions.

- Supervisory experience would be an asset.
- Knowledge of the Blackfoot language and culture essential;
- Excellent written and oral communication skills.
- Thorough knowledge of the programs and services offered at the Centre.
- Ability to develop, plan and organize the Centers goals and objectives.

### YOUTH ADDICTION WORKER: Blood Tribe Youth Wellness Centre

One (1) Male Position Term: Contract Full-Time Competition: #072220MYAW-BTYWC

One (1) Position Term: Contract Full-Time Competition: #072220YAW-BTYWC

**Position Summary :** Under the direction of the Program Supervisor, the Youth Addictions Worker will conduct all aspects of the program while working with a team in the delivery of treatment based, residential programs; and responsible for programming structured and unstructured activities; responsible for implementing activities and fully participating; effective liaison with involved professionals as well as significant family members.

**Qualifications:** Degree or Diploma in a Human Services Field or Addiction Certificate and two (2) years related experience.

- Must possess excellent written and oral communication skills;
- Must be willing to work in a team environment; must be able willing to do shift work (day, night, evening, weekends). Knowledge of the Blackfoot language and culture essential;
- Must maintain a minimum of one (1) year sobriety.
- A demonstrated positive role model for staff, clients and the community at large.
- Must possess a valid driver's license and reliable transportation.

### ADMINISTRATIVE SUPPORT WORKER: Blood Tribe Youth Wellness Center

One (1) Position Term: Contract Full-Time Competition #072220AW-BTYWC

**Position Summary:** Under the supervision of the Project Officer, the Administrative Support Worker is responsible for performing the general secretarial functions of the department(s); responsible for the development of the filing systems used in the various programs; receives and processes incoming and outgoing mail and faxes; and performs other related duties as assigned by the Manager from time to time.

**Qualifications:** One (1) year Administrative Assistant Certificate or a minimum grade twelve with two years' experience.

- Proficient use of various computers and software and possess excellent written and oral communication skills. Knowledge of the Child Welfare an asset.
- Minimum of one (1) year sobriety

All positions must be willing to work in a team environment; Must possess a valid Driver's License and reliable transportation; Undergo a Criminal Record Check and an Intervention Services Information System (ISIS) Check; Confidentiality is a necessity

**DEADLINE FOR POSITIONS: July 22, 2020 (4:30 p.m.)**



Send/Fax/Email Resume's and Cover Letters, quoting the **Competition Number** to:

Kainaiwa Children's Services Corporation  
Attn: Human Resource Department  
Box 120 Standoff AB T0L 1Y0

Fax: 403-737-3299 / Email: [recruitment@kainaicsc.ca](mailto:recruitment@kainaicsc.ca)



#### Application must include the following:

1. Resume ( including Degree/Diploma/Certificate) and/or other pertinent documents with three (3) current employment references
2. Current Criminal Record Check and Intervention Services Information System (ISIS) Check.
3. Copy of Drivers license

Please Note: Only Complete Applications will be considered and only those granted an interview will be contacted\*\*