



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 the Blood Tribe Child Protection Services Corp.

Administrative File/ Archive : Blood Tribe Child Protection Services One(1) Position Term: 6 months Competition: 012020AFA-BTCPSC

POSITION SUMMARY: The Administrative File/Archive position will be responsible for file archiving and file requests according to Child, Youth & Family Enhancement File Standards and other duties as required by Administrative Supervisor

- File Documents to prepare files for archiving and File Requests;
- Records Inventory; Box files for storage;
- Follow Guidelines for Boxing Records

QUALIFICATIONS: An Administrative diploma such as a Business Administrative diploma; or an Office Assistant Certificate with one year experience.

- Working knowledge of computer applications software;
- Possess excellent written and oral communication skills;
- Valid Driver's License and reliable vehicle.
- Knowledge of Blackfoot language and culture would be an asset.

Generalist/Youth Transition to Adulthood Worker: Blood Tribe Child Protection Services Two (2) Positions Term: Permanent Competition: 012020GYTA-BTCPSC

POSITION SUMMARY: Under the direct supervision of Case Work/Assessor/Foster Care Supervisor of Blood Tribe Child Protection Services Corporation the Generalist worker shall be responsible for carrying a Youth Transition to Adulthood (YTA) case load, serving Blood Tribe Youth between the ages of 16 years to 22 years, worker will be required to follow practice and Procedures as outlines in the Child Family Enhancement Policy Manual "Case Work Duties" and duties deemed necessary by BTCPS Management and KCSC policy and procedures.

- Responsible for gathering information via collateral contracts such as schools, doctors, police, community, etc to determine the needs and degree of risk of harm to youth;
- Generalist/YTA Worker will be required to complete consultation of all findings to a BTCPS Supervisor's and or Manager before a file has been deemed to move to S/L (Supported Independent Living Supports and or SFAA (Supported Financial Assistance Agreements).

QUALIFICATIONS: Should possess one of the following: Bachelor of Social Work Degree, Bachelor of Arts Degree in related Human Services field, Social Work Diploma; Equivalency of education and experience maybe considered.

- Knowledge of Child Youth Family Enhancement Act & Policy, First Nations Agreements and Protocols;
- Excellent interviewing skills, assessment and analytical skills an asset;
- Delegation training would be an asset or available to leave Blood Tribe area to complete training;
- Excellent written and verbal communication skills;
- Understanding Blackfoot language and culture would be an asset.

Intake/Screening Worker: Blood Tribe Child Protection Services One (1) Position Term: Permanent Competition: 012020ISW-BTCPSC

POSITION SUMMARY: Under the direct supervision of the Assessor/Investigation Supervisor of Blood Tribe Child Protection Services Corporation the Intake/Screening worker shall be responsible for determining whether a child requires intervention services as defined by Child Family Enhancement Policy Manual "Case Work Duties" and duties deemed necessary by BTCPS Management and KCSC policy and procedures.

- Responsible for gathering information via collateral contracts such as schools, doctors, police, community, etc to determine the needs and degree of risk harm to a child.
- Intake/Screening Worker will be required to complete consultation of all findings to a BTCPS Supervisor's and or Manager before a file has been deemed to move to and Investigator or an immediate response is required.

QUALIFICATIONS: Should possess one of the following: Bachelor of Social Work Degree, Bachelor of Arts Degree in related Human Services field, Social Work Diploma; Equivalency of education and experience maybe considered.

- Knowledge of Child Youth Family Enhancement Act & Policy, First Nations Agreements and Protocols;
- Excellent interviewing skills, assessment and analytical skills an asset;
- Delegation training would be an asset or available to leave Blood Tribe area to complete training;
- Excellent written and verbal communication skills;
- Understanding Blackfoot language and culture

For a complete job description of the above positions with BTCPS, please contact HR department, thank you.

DEADLINE FOR POSITIONS: January 20th, 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



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 Driver's license**

Please Note: Only complete applications will be considered and only those granted an interview will be contacted*