



**Siksika Family Services Corporation
Henry Three Sons Child and Youth Society**



**Director
Posting Closes – September 4, 2020**

Henry Three Sons Child and Youth Society provides a safe and nurturing home for children and youth in crisis. We believe each person is of inherent worth and should be treated with respect and dignity while we demonstrate care and love for our clients and community members.

Henry Three Sons Child and Youth Society is currently seeking an exceptional Director to lead the successful management, administration and delivery of 24-hour quality emergency childcare services delivered in a group home setting. The Director will ensure that services are administered in accordance with accepted practices and guidelines as defined by policies, procedures and legislation and will engage all levels of business connections, including children, clients, external service providers and stakeholders as required.

RESPONSIBILITIES:

- Oversees the delivery of high-quality emergency childcare for Siksika Nation children in each home.
- Provides the overall leadership and management required to support staff, service providers and clients.
- Develops and implements standardized group childcare programs promoting positive childhood growth and development, health and safety in a Siksika culturally enriching environment.
- Ensures compliance to residential group home policies, procedures, licensing requirements and implements new or revised policies.
- Plans, organizes and strategizes to achieve the optimum operation of the receiving home and ensure smooth business operations.
- Develops and maintains positive relationships with funders, stakeholders, external service providers, partners and other Siksika service areas.
- Maintains financial accountability to SFSC and funders, including developing, maintaining and monitoring the budget.
- Ensures the day to day operational, financial, human resource and marketing management of HTSCYS is completed.
- Oversees the planning and development of annual program goals and objectives for HTSCYS.
- Reviews and approves monthly reports; including menu plans, food purchases, fees, incident/accident reports, child progress reports and other related care records.

QUALIFICATIONS/EXPERIENCE:

- A Degree in the Human Services Field, Childhood Education, Child Care required.
- Minimum 3 to 5 years experience in a management role in a childcare environment
- Minimum 3 to 5 years work experience in Childhood education is an asset.
- Possesses knowledge of aboriginal or Siksika culture, language, and history. Ability to speak Blackfoot is an asset.
- Proficiency in Microsoft Office applications (MS Word, MS Excel, MS Outlook).
- Highly organized in prioritizing work, multi-tasking, and meeting deadlines.
- Superior communication and customer service skills.
- Valid Alberta Driver's license Class 5 and proof of business vehicle insurance.
- Valid First Aid Child/Infant CPR Certification and knowledge of Food safety handling
- The position works within the house environment, lifting up to 50 lbs and some shift work may be required.

Resumes and cover letters should be emailed to familyserviceshrm@siksikanation.com before 11:00 pm of the posting closing date. **Please quote posting number 108-2020**

Successful candidates are required to produce clear Criminal Record and Child Intervention Checks prior to commencement.

Siksika Family Services Corporation would like to thank all applicants and wishes to advise that only those candidates selected for an interview will be contacted.