



**Siksika Family Services Corporation**  
**Siksika Children's Services**  
**Placement Resources Training &**  
**Licensing Officer**  
**Job Posting –Permanent F/T**  
Closing Date – April 22, 2021



**GENERAL STATEMENT OF POSITION:**

The placement Resources Training & Licensing Officer is responsible for the training and licensing of placements for Siksika Children's Services Child Protection clients. They are also responsible for coordinating placements, oversee caregiver orientation and training, and the retention of these placements. This person is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance to Siksika Culture and traditions incorporated by the agency.

**SUPERVISION RECEIVED:** Placement Resources Team Lead

**SUPERVISION EXERCISED:** Indirectly – Monitors caregivers licensing & Training

**DUTIES AND RESPONSIBILITIES:**

- Initial Licensing and License Renewal of Foster Homes for Siksika Children's Services.
- Annual Assessments of Kinship homes.
- Initial Licensing and License Renewal of HTS Residential Facilities.
- Manage a Provider Caseload with a focus to support the Siksika Cultural Component.
- Investigate complaints on foster homes and work cooperatively with law enforcement and child intervention services as needed.
- Site visits, review of qualifications, and service standard while conducting post-placement follow-up.
- Maintain current available homes and on-call list.
- Due to limited space. A full job description will be made available to the successful interview candidates should they wish.

**EDUCATION AND EXPERIENCE:** Bachelor Social Work degree plus related experience.

Bachelor degree in a related social science or education discipline with three (3) years' direct related experience, may be considered. Experience working with Siksika families and children or with other First Nation children and families is an asset.

**WORK ENVIRONMENT:**

Unavoidable interruptions, changing priorities, workload emergencies, along with client trust relating to employee's mandate to investigate reports of abuse, neglect and emotion and injury. Periods of excessive activity. May have to share office space. Times of unavoidable overtime due to families' schedules and agency mandate. Must have valid driver's licence and access to a reliable vehicle that meets the requirements of approved anchor bolts for baby/child car seats and business insurance coverage minimum two (2) million liability.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00p.m on posting closing date. **PLEASE QUOTE: #032-2021.**

**IMPORTANT:** Applications must include the following:

1. **Resume (including Degree/Diploma/Certificates) and/or other pertinent documents with 3 current employee references.**
2. **Current Criminal Record Check and Child Intervention Check**
3. **Copy of Drivers License**

**PLEASE NOTE:** *Only complete applications will be considered for interviews.*

SFSC thanks all applicants and wishes to advise, that only those candidates selected for an interview will be contacted.