

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Justice
DEPARTMENT: Aiskapimohkiiks Program
POSITION: Program Coordinator
SALARY: \$54,190
STATUS: Full Time

COMPETITION: TAEM-01-04-28-21

DATE POSTED: May-3-21

DEADLINE: May-14-21

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00pm (NOON)

General Statement of Duties:

The Program Coordinator will work primarily with the Aiskapimohkiiks Program within the Siksika Justice Service Area, and is responsible for carrying out the goals and objectives of the program. Duties include supervision of staff, attendance in Siksika Court, interviewing and following up with all court and community referrals, coordinating Aiipohsiniimsta (Mediation) and Aiskapimohkiiks (Arbitration) case hearings.

Duties & Responsibilities: Duties include but are not limited to:

- Supervise program Staff, including tasks of planning, scheduling, organizing and directing work, training and completing performance appraisals;
- Respond to program referrals; coordinate investigations, interview parties involved in dispute resolution cases and follow up on all client cases before, during and after referrals;

****SEE RECRUITMENT OFFICER FOR A COMPLETE JOB DESCRIPTION****

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Must have a professional attitude to understand and deal with problems in a positive and professional manner and be courteous to all people;

Must have knowledge and skills in employee supervision and administration;

Must have organizational skills to be able to maintain an effective and efficient environment;

Must have excellent communication skills to be able to create and maintain good working relationships with the Court Personnel, Justice employees and the community;

Knowledge of office administration, computer skills are essential and required;

Ability to work with confidential information with integrity and trust;

Must be self-motivated and be able to work with minimal supervision

Education and Experience:

- Business Administration Diploma
- Three (3) years Supervisory Experience

Professional / Designation / Certification / Licenses:

- Valid Alberta Class 5 Driver's License
- Current Criminal Record Check

Other:

- Ability to speak the Siksika Language is an asset;
- Requires a moderate knowledge of Siksika Culture.

SUBMIT APPLICATION & RESUME TO RECRUITMENT OFFICE

NOTE: *ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE*

► **Please call Recruitment Officer before faxing documents**



Contact HR Recruitment Officer – Tennie Running Rabbit

Siksika Human Resources Department

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