

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Tribal Management

COMPETITION: TM-01-03-22-22

DEPARTMENT: Siksika Support Centre

POSITION: Siksika Support Centre Community Resource Liaison **DATE POSTED** 03-22-22

SALARY: Based on Education and Experience

DEADLINE: APR-01-2022

STATUS: Fixed Term

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

General Statement of Duties:

The Community Support Centre Liaison will be a part of a team responsible for the day-to-day client and program interactions, coordination and relationships, and the day-to-day operations of the Siksika Support Centre (SSC). They will represent the SSC to the community, as they will be the first point of contact for most community members accessing services at the facility. The liaison will play a primary role in ensuring good customer service and positive relationships with community members as they access SSC's resources and services. They will be the liaison and point of coordination for Siksika programs accessing clients and delivering services at the Support Centre. They will manage and schedule use of the SSC's publicly accessible spaces and resources, including meeting rooms and computers; assist in monitoring, planning, and implementing improvements in the day-to-day maintenance and operation of the Support Centre.

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

- Receiving and responding to clients accessing SSC.
- Ensuring a clean, well-maintained, and safe environment for all clients and staff.
- Representing and educating community members, program staff and stakeholders on the SSC.
- Managing and scheduling SSC spaces and resources for individual, family and community use.
- Documenting activities, services, and statistics in accordance with management requirement.
- Perform other related duties.

SEE HUMAN RESOURCES FOR A COMPLETE JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Excellent written and verbal communicator; Detailed orientated with a strong orientation to customer service; Effective at problem solving, planning, prioritizing, and coordinating; Demonstrated compassion for individuals and families in need; Proficiency with Microsoft Office software; Familiarity with the needs of Siksika Nation members;

Education and Experience:

- Diploma in Social Work, Social Science, Business Administration, or other related fields of study.
- Five years of experience in human services, correction or community-based services with a certificate or diploma in a related field will be an asset.
- Addictions training will be an asset.

Other:

- Excellent knowledge and understanding of Blackfoot language and culture.
- Valid Alberta Class 5 Driver's License.
- Current Criminal Record Check.

SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES SIKSIKA ADMINISTRATION

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE



Contact Siksika Human Resources Department
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