



**Siksika Family Services Corporation
Siksika Resource Centre
Kinship Analyst - L/FT – 1.5 Yr Term
Posting Closes – May 6th, 2022**



OVERVIEW:

Reporting the First Nation's Designate, the Kinship Analyst is responsible for support to the First Nation's Designate in database management, development, and research in kinship family findings. The incumbent is also responsible for the day-to-day administration support of the Designate including recruitment of families, filings, and correspondence.

REPORTS: Directly to Siksika's First Nation's Designate

RESPONSIBILITIES:

- Development of a database system to collect necessary information for data collection, management, and reporting.
- Kinship family finding research to support the Designate for children under the services of Siksika Family Services.
- Developing information and clan systems into useable data and reporting.
- Provide statistical analysis and reporting for Siksika Family Services, Government and Chief and Council.
- Working closely with Siksika Membership, responsible for family relation research for future potential placements.
- Support in the interviewing and recruitment of families for potential placement of children.
- Responsible for the creation, updating and training of the cultural toolkit for families and children.
- Facilitation and presentation of information as needed to community and political groups.
- Assisting the Designate in day-to-day activities as directed.
- Administrative support including filing and correspondence
- Receiving and reviewing confidential information per s.107(3)(4)
- Working within the Protocol Agreements between CFSA's and DFNA's and /or another First Nation's.
- Maintain, respect, and protect the confidential information received from other parties.
- *Due to limited space, duties have been shortened, but a full Job Description will be available to the successful interview candidate at their request.*

QUALIFICATIONS/EXPERIENCE:

- Grade 12 or equivalent.
- Three (3) to four (4) years experience in family research and reporting.
- Must have strong analytical and reporting skills
- Ability to work with Elders and communicate in a professional manner.
- Possess knowledge of Aboriginal or Siksika Culture, Blackfoot language, and history.
- Possess strong work ethic and work under pressure with tight timeframes when children are at risk.
- Possess knowledge of the role of a Designated First Nation Agency under the Child, Youth and Family Enhancement Act.
- Must possess knowledge of Federal and Provincial initiatives in relation to Aboriginal organizations is required.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **Please quote position and competition number 013-2022 on Cover letter.**

IMPORTANT: All applicants must include the following:

1. *Degree/Diploma/Certificates and/or related supporting documents.*
2. *Clear Criminal Record and Child Intervention Check*
3. *Copy of Driver's Licence*

PLEASE NOTE: Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide proof to SFS Human Resources. Reasonable accommodation will be made if the successful candidate cannot be vaccinated due to grounds protected by human rights

SFS thanks all applicants, but only those selected for an interview will be contacted.