



**Siksika Family Services Corporation**  
**Siksika Children's Services**  
**Placement Resources Officer – On Reserve**  
**Job Posting –Permanent F/T**  
Closing Date – April 19, 2022



**GENERAL STATEMENT OF POSITION:**

The placement Resources Officer is responsible for monitoring and supporting Caregivers for Siksika Children's services Child Protection clients. Overall the implementation and delivery of the Siksika Children's Placement Resources Program in accordance to the Child, Youth and Family Enhancement Act and other related provincial legislation, and established Siksika Policies and Procedures. The Placement Resources Officer is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance with Siksika culture and traditions incorporated by the agency.

**SUPERVISION RECEIVED:** Placement Resources Team Lead

**SUPERVISION EXERCISED:** Indirectly – Monitors caregivers.

**DUTIES AND RESPONSIBILITIES:**

- Provide support, guidance, leadership, and supervision of Caregivers.
- Document Child/Youth and Caregiver information and write reports.
- Process and maintain records of Caregiver expenses.
- Manage crisis situations.
- Liaison with Siksika Children Services Child Protection & After Hours' teams.
- Ensure Caregiver homes meet licensing requirements and prepare license packages.
- Participate in team meetings and/or individual supervision to review ongoing licensing non-compliances, home safety assessments and placement issues to ensure families meet statement of need, qualification/service standards.
- Evaluate issues of recruitment, retention, and advocacy of Caregivers.
- Become educated to assist in conducting Home Assessment Reports.

**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.

**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: #008-2022** on your cover letter.

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

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

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

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