



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING
Team Lead – COMMUNITY WELLNESS COMMITTEE
TEMPORARY/FULL TIME – 3 MONTHS
Closing date – MAY 20TH, 2022



GENERAL STATEMENT OF POSITION:

The Team Lead will provide leadership, guidance, and supervision to the Siksika Community Index of Wellbeing (SCIW) team comprised of Siksika Youth and Young adults for the administering and collection of data to support the 2022 Child and Youth/Adult Questionnaire.

SUPERVISION RECEIVED: SFSC Executive Assistant and Community Index of Wellbeing Committee.

DUTIES AND RESPONSIBILITIES:

- Provide leadership and guidance to Siksika Youth Mentors and Ambassadors to develop a work plan for the SCIW questionnaire delivery.
- Collaborate with Siksika Youth Mentors & SCIW Team to develop communication plan that will effectively prepare Siksika Nation members for activities and events that support the questionnaire process.
- Create Budget for events and activities that support the delivery of the SCIW Team.
- Provide regular project status updates, findings, analysis and reports as requested.
- Performs other related activities, including related administrative duties.

QUALIFICATIONS/EXPERIENCE:

- Three (3) to four (4) years of post-secondary studies with a focus on statistics, research, indigenous studies, and/or Sociology.
- Proven experience in gathering, interpreting, and presenting statistical information.
- Proficient in Microsoft Office applications and other job-related software.
- Strong data entry and data management skills.
- Strong analytical and problem-solving skills
- Effective written and oral communication skills
- Ability to lead, supervise and influence a team
- Maintain a high level of attention to detail and accuracy.
- Working knowledge of budget planning and reporting
- Knowledge of the Siksika Language and Culture

WORK ENVIRONMENT:

- Group setting (10 – 15 people always)
- Travel may be required across Southern & Central Alberta.

Resumes and cover letters should be emailed to Tanyamh@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # 022-2022

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

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

Please Note: Only *complete* applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.