

# SIKSIKA TRIBAL ADMINISTRATION

## \*EMPLOYMENT OPPORTUNITY\*

**SERVICE AREA:** Siksika Justice

**COMPETITION:** SJ-03-03-06-23

**DEPARTMENT:** Siksika Justice

**POSITION:** Youth Mediation Administrator

**DATE POSTED:** 03-06-23

**SALARY:** Based on Education & Experience

**DEADLINE:** 03-17-23

**STATUS:**

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

**General and Responsibilities: Duties include but are not limited to:**

The Youth Mediation Administrator will be responsible for the development, coordination, and facilitation of the Siksika Youth Mediation Program with the Aiskapimohkiiks

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

- Scheduling and organizing youth mediation trainings and sessions.
- Liaison with Siksika youth programs/departments. Coordinate, set up and facilitate workshops/info sessions at various locations as required.
- Develop and monitor program for youth activities, events, and trainings for Mediators. Perform other related duties.

**CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION**

**MINIMUM QUALIFICATIONS:**

**Required Knowledge, Skills and Abilities:**

Knowledge and Skills in administration, organizational skills to maintain and effective work environment, effective communication and interpersonal skills, able to maintain and create positive working relationships with court personnel, elders, youth, mediators and other agencies, Stress management skills, Ability to work with confidential information with integrity and trust, Basic to advanced computer skills, knowledge of Canadian Justice System, Restorative Justice and Provincial Statutes, Willing to receive additional training to enhance proficiency.

**Education and Experience:**

- High School Diploma Required, Social Work or Business Admin Diploma or bachelor's degree is an asset
- Background in Criminal Justice and/or Indigenous Studies is an asset
- Training in Mediation and Restorative Justice initiatives is an asset

**Other:**

- Must have a Valid Class 5 Driver's License and satisfactory driver's abstract.
- General knowledge to understand the Siksika Language & Culture.
- Updated criminal record check

**SUBMIT APPLICATIONS & RESUMES TO**

**Human Resources.**

**Email:** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com)

**Direct Line:** 403-734-5567/5579

