



Cowessess First Nation #73

Box 100
Cowessess, SK S0G 5L0
306-696-2520
306-696-2720 FAX

Title: House Parent Manager

Key Objectives: The Cowessess House Parent is responsible for developing, recommending and implementing approved strategies and business plans for the efficient and effective day-to-day operations of the Transition Home Program. He/she will have the vision to develop and direct the program.

The House Parent Manager is the immediate supervisor of staff at the Transition Home. The House Parent Manager works with team members, and persons in services to ensure quality support to each person in making day-to-day choices that lead to greater independence and to participate in and contribute to community life. The House Parent Manager is an advocate for the individuals supported and seeks to understand the likes, dislikes, hopes and dreams of persons receiving services to support them as part of a team as they make choices and progress toward their goals.

The House Parent Manager is responsible for ensuring the mission, goals, strategies, and plans of the program are clearly defined and adhered to. Also ensuring the appropriate development of the policies, plans, budgets, and strategies to provide quality services to the clients. They will also direct the effective utilization and administration of human resources, financial information, and asset management to meet its mission, goals, strategies and plans of the Transition Home.

Education

- Four (4) year University Degree, in the area of Social Work or related discipline.
- A combination of a diploma and a minimum of five (5) years or more experience may be considered.

Experience

- Three (3) years of experience managing an association or similar organization.
- Must also demonstrate experience working with Boards, other agencies or corporations, different levels of government (federal and provincial) and any other stakeholders

Knowledge, Skills & Abilities

- Cowessess First Nation beliefs values, languages, customs and perspectives;

- First Nations Group Home standards, practice, policies, and procedures in First Nations setting;
- Knowledge of Indian Child and Family Services (ICFS), Ministry of Social Services, and Indigenous Services Canada (ISC);
- Knowledge of Saskatchewan Child Welfare Act, along with awareness of Child Welfare policies and procedures and the Customary Standards of Care;
- Knowledge of First Nations History from Colonization to present day; this includes (but not limited to) the emotional, physiological, physical and spiritual effects of such history on First Nations people.

Successful Applicant will require the following:

- Maintain clear CPIC with Vulnerable Sector Check
- Must maintain a Class 5 Driver's License and a reliable vehicle
- Provide a Drivers Abstract
- Maintain Confidentiality – Sign Oath of Confidentiality
- Provide a Drug Test

Salary and Benefits will be based on YTCCFS pay scale according to experience and education.

Only those selected for an interview will be contacted. Please **EMAIL** resumes with three (3) written **REFERENCES** to the following:

Cowessess Human Resources
P.O. Box 100
Cowessess, Saskatchewan
S0G 5L0
Tel: (306) 696-2520/Fax: (306) 696-2767
Email: human.resource@cowessessfn.com

DEADLINE for resumes shall be **NOT LATER** than **noon 12:00pm. March 26, 2018.**