



Yorkton Tribal Council Child & Family Services Inc.

21 Bradbrooke Ave N. Yorkton Saskatchewan, S3N 3R1

EMPLOYMENT OPPORTUNITY

PREVENTION PROGRAM ASSISTANT

The Yorkton Tribal Council Child and Family Services (YTCCFS) Inc. is seeking an enthusiastic dedicated individual to fill the position of Program Assistant for the Cowessess Keeping Our Children Home project.

POSITION SUMMARY:

Under the supervision of the Program Manager. The purpose of this position is to provide administrative support to the Keeping Our Children Home Administrative Service program and staff located on Cowessess First Nation.

QUALIFICATIONS:

- 1) Diploma in Office Administration; or
- 2) Certificate Office Administration and 18 months of experience; or
- 3) Grade 12 with demonstrated 24 months office experience.

DUTIES AND RESPONSIBILITIES:

- Provide and maintain reception and clerical support services to Home Program and Staff;
- Liaison between Home and YTCCFS Central and Sub-Office Staff;
- Excellent Computer Skills with a preference to Data Base Knowledge;
- Must ensure that all federal and provincial legislative policies are updated;
- Possess a valid driver's license and possess a reliable vehicle.
- Must be willing to upgrade skills when time and funding permits.
- Must be willing to work evenings and weekends.
- Must be able to sign an "Oath of Confidentiality" and a Non-disclosure Agreement.
- Knowledge of First Nations Beliefs, values, languages, customs and perspectives
- First Nation's Group home standards, practices, policies and procedures in a First Nation's setting.
- Knowledge of Indian Child and Family Services (ICFS), Ministry of Social Services (MSS), and Indigenous Services Canada
- Knowledge of Saskatchewan Child Welfare Act including Child Welfare Policies and Procedures and the Customary Standards of Care.

Salary is based on education and experience, and in accordance to the YTCCFS Inc. salary grid.

Only applicants successfully chosen for an interview will be contacted. Candidates selected for an interview are required to provide a current Criminal Record Check, Results of a Certified Prohibited Drug test that includes Marijuana and proof of education and will be required to provide these documents at time of interview.

PLEASE SUBMIT RESUMES WITH THREE (3) WRITTEN REFERENCES TO:

L. Sharon Green - Human Resources Manager

Yorkton Tribal Council Child and Family Services Inc. 21 Bradbrooke Ave. North
Yorkton, SK S3N 3R1

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DEADLINE FOR RESUMES: August 9, 2019