



# Yorkton Tribal Council Child & Family Services Inc.

## EMPLOYMENT OPPORTUNITY

### RESEARCH ASSISTANTS (2)

The Yorkton Tribal Council Child and Family Services (YTCCFS) Inc. is seeking an enthusiastic dedicated individual to fill the position of Research Assistant for the Grandparents Supporting Parents Program development for the Keeping Our Children Home project located on Cowessess First Nation.

#### POSITION SUMMARY:

Under the supervision of the Program Manager The purpose of this position is to assist with the Research and Development of Keeping Our Children Home in house program development. The Research Assistant is a two (2) month contract.

#### QUALIFICATIONS:

- 1) Diploma and/or certificate in Office Administration with 18 month office experience
- 2) Grade 12 with demonstrated 24 months office experience.

#### DUTIES AND RESPONSIBILITIES:

- Assist in the gathering, recording and transcribing focus group material;
- Excellent Computer Skills with a preference to Data Base Knowledge;
- Possess a valid driver's license and a reliable vehicle.
- 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

**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:**

*Cynthia Sparvier – Program Manager*

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**DEADLINE FOR RESUMES: August 16 , 2019**