



Whitecap Dakota Nation

EMPLOYMENT OPPORTUNITY

FAMILY SUPPORT COORDINATOR

WELLBEING

Status:	Permanent, Full Time
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	37.5 hrs. per week
Openings:	(2) Positions available
Salary Range:	Competitive
Closing Date:	June 8, 2025, at 4:30pm

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. Whitecap Dakota Nation is a thriving community focused on growth, innovation, and cultural Preservation. You can Learn more at www.whitecapdakota.com

POSITION OVERVIEW

Whitecap Dakota Nation (WDN) is seeking a dedicated Family Support Coordinator to join our Wellbeing Services team. This role focuses on supporting WDN children and families by developing and delivering programs that promote child safety and wellbeing. The position will develop, implement, monitor, evaluate and provide programming and resources within Wellbeing Services that will assist in supporting families and promoting child safety and wellbeing. The position will provide some oversight, support in coordination with Saskatoon Tribal Council, on residential & emergency respite services for foster homes, alternative caregivers and transitional homes.

KEY DUTIES

The following duties are a summary of the primary responsibilities. The employee may not perform all listed duties and may be assigned additional tasks as needed in accordance with the standards of the WDN the employee will:

- Develop and facilitate resources and programs aligned with WDN cultural values.
- Identify resources within and outside of the community and assist in referrals for connecting with residential resources outside of the community of Whitecap;
- Attend and participate in inter-departmental meetings as requested / required;
- Monitor service and best practice trends and recommend changes to services based upon the unique needs of WDN children and families;
- Review and analyze data to identify themes, gaps, risk factors, and issues of concern within the department and role and provide recommendations as required / requested;
- Complete administrative task as required including case management duties and written correspondences;
- Recommend case service plans, strategies and opportunities for best practices;
- Facilitate community information/educational sessions about the Wellbeing Family Support program, requirements/responsibilities, rights of the case participant, etc.
- Coordinate and gather information from support systems, including potential caregivers to ensure client needs are met;
- Work collaboratively with a team of support, the Kinship Worker from the Saskatoon Tribal Council (STC) and child protection unit in seeking alternate caregivers and families for temporary placements;
- To identify resources needs, and provide recommendations; and assist in developing recruitment strategies that build capacity for Wellbeing services related to resources and taking the lead in establishing outcomes and deliverables related



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to recruitment of alternate caregivers and foster homes;

- Work with families to promote traditional child caring approaches, healthy families, and child development;
- Support families with primary, secondary and tertiary prevention that supports the best interest of the child;
- Plan and facilitate Community programs on effective and healthy lifestyle choices. This may include, but is not limited to presentations, group work, and one on one sessions;
- Provide information, advocacy, and support services to families;
- Assist in identifying the need for family support services and possible resources available;
- Work with the Case Manager to create and develop family centered case plans with short and long-term goals for each family and ensure on going supports are available;
- Attend home visits when needed;
- Provide support and attend various WDN Committees as required or assigned;
- Maintain statistical data and relevant information pertaining to programs and families;
- Participate in training, education, and other forms of professional development;
- Help promote and implement Dakota Language and Culture;
- Identify, plan, develop, and evaluate resources to support WDN families and children in temporary placements or respite services, including emergency and after-hours support as part of the on-call program and during crises at the direction of the Director.
- Complete and submit reports according to program guidelines; and
- Other duties as assigned by the WDN Director of Child and Family Prevention Services.

QUALIFICATIONS

- Bachelor's degree in Social Work from an accredited Canadian institution required, with other human services degrees considered, complemented by project management certification or relevant experience;
- Demonstrated experience working with First Nations communities, including deep understanding of Dakota culture, traditional family systems, and contemporary challenges faced by Indigenous peoples;
- Extensive knowledge of First Nations social work philosophies and practices, with proven ability to implement culturally appropriate community development processes;
- Demonstrated experience managing complex projects, breaking down objectives into actionable tasks, and communicating effectively with diverse stakeholders;
- Superior organizational and time management skills, with ability to work independently while managing multiple priorities in a dynamic environment;
- Proficiency in data analysis and prevention program development, supported by advanced knowledge of Microsoft Office Suite and related software applications;
- Flexibility to work evenings and weekends as needed, with strong commitment to ongoing professional development and community engagement;
- Must possess a valid Saskatchewan driver's license and a reliable vehicle; and
- Adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training.

APPLICATION PROCESS

- Submit a cover letter and resume by email to: employment@whitecapdakota.com
- The successful candidate will be subject to an acceptable Criminal Record Check and Vulnerable Sector Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.