



# WHITECAP DAKOTA NATION

## EMPLOYMENT OPPORTUNITY

### WDN RESOURCE AND KINSHIP COORDINATOR

*We are a modern and progressive Nation near Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, and great benefits! Apply to join our team today and see what the Whitecap Dakota Nation is all about!*

#### **POSITION SUMMARY**

The WDN Resource & Kinship Coordinator plays a leading role in implanting strategic objectives for identifying resources needs and opportunities. The position will be responsible for developing and supporting a range of child protection resources, including residential resource needs and alternative care options. The position will develop, implement, monitor, and provide reporting on resources within Wellbeing Services that will assist in supporting families and promoting child safety. The Resource and Kinship worker will provide oversight, support and co-ordination on residential & emergency respite services, foster homes, and alternative caregivers.

#### **DUTIES AND RESPONSIBILITIES**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota Nation (WDN) and reporting to the Director of Wellbeing, the Employee will:

- support and follow all safe work policies and procedures;
- attend and successfully complete all OH&S training as assigned / required;
- provide support for safe work best practices with peers and team members;
- identify, plan, develop and evaluate resources that support WDN families and children when temporary placement or respite services, including emergency or after-hour support;
- facilitate the development of resource and residential programs that are consistent with, and supportive of, WDN Cultural values;
- identify residential resources within and outside of the community and assisting in referrals for connecting with residential resources outside of the community of Whitecap;
- attend and periodically chairing committee meetings providing support and best practice advise;
- attend and participate in inter-departmental meetings as requested / required;
- monitor service and best practice trends and recommend changes to resources based upon needs of WDN children and families;
- review and analyze data to identify themes, gaps, and issues of concern within the resource department and provide recommendations as required / requested;
- complete administrative task as required including written correspondence;
- recommend resource plans and opportunities offering strategies for the development of resources;
- facilitate community information/educational sessions about Kinship Care requirements/responsibilities, rights of caregiver etc.
- coordinate and gather information from potential care givers to ensure needs of clients are met;

- ensure that caregivers meet necessary qualifications for home safety checks, supervising and supporting foster parents, and kinship families, to maximize their ability to provide positive care for children;
- work collaboratively with family service workers and prevention workers to identify resources needs, and provide recommendations;
- develop recruitment strategies that build capacity for Wellbeing services related to resources and taking the lead in establishing outcomes and deliverables related to recruitment of alternate caregivers and foster homes;
- assist in the coordination of emergency respite needs as required;
- work collaboratively with the Kinship Worker from the Saskatoon Tribal Council (STC) child protection unit in seeking alternate caregivers and families for temporary placements;
- participate in after hours on-call program as scheduled and during crisis situations; and,
- other duties as assigned by the WDN Director of Wellbeing.

### **Knowledge, Skills and/or Abilities**

- Completion of post secondary education with a focus on Social Work considered an asset.
- Eligible to be registered with the Saskatchewan Association of Social Workers.
- Successful completion of grade 12
- Understanding of Child Protection Services
- Strong verbal and written English language communication skills
- An understanding or knowledge of the Dakota Language would be considered a strong asset
- Superior knowledge and skill with Microsoft Suite applications including but not limited to, WORD, Excell, Power Point, Publisher, and Outlook
- Ability to effectively work as part of a team, and independently.
- Must have valid Saskatchewan Driver’s License
- Ability to work evenings and weekends

The successful candidate shall be subject to a Criminal Record Check with Vulnerable Sector Search as a condition of employment.

### **SALARY AND BENEFITS**

- Competitive salary based on qualifications and experience.
- Eligibility for a subsidy of regular rates at the Whitecap Early Learning Centre.

**APPLICATION PROCESS**

Submit cover letter and resume by email to:  
[mstdenys@whitecapdakota.com](mailto:mstdenys@whitecapdakota.com).

**APPLICATION DEADLINE – November 20, 2023**

EMPLOYMENT TYPE: Type and Length

*We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.*