



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY - FAMILY SUPPORT 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

Whitecap Dakota Nation (WDN) is seeking a devoted professional to join our Wellbeing team as a Family Support Coordinator. They are responsible for programming and service delivery to WDN Children and Families. As part of the WDN Wellbeing Team, the Family Support Coordinator will also monitor, evaluate, and make recommendations for changes to the program to meet the needs of Whitecap families. They are a valuable and vital part of the Wellbeing program and team.

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 Family Support Coordinator will:

- support and champion all WDN Safe work policies and procedures;
- attend and successfully complete all OH&S training as required or assigned;
- work with families to promote traditional child caring approaches, healthy families, and child development;
- support families with primary 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;
- maintain statistical data and relevant information pertaining to programs and families;
- participate in training, education, and other forms of professional development
- act as an advocate for families;
- help promote and implement Dakota Language and Culture;
- provide support and attend various WDN Committees as required or assigned;
- complete and submit reports according to program guidelines; and
- other duties as assigned.

Education and Experience Requirements

- Post-secondary degree in Social Work from an Accredited Canadian Institution. Other human services degrees will be considered
- Project Management training or certification would be an asset
- Experience working with First Nations people with a knowledge and understanding of the issues First Nations people encounter
- Understanding of the Dakota culture is an asset
- An understanding of First Nations family systems
- Knowledge of First Nations and generalist social work philosophies, values, and practices, including community development processes
- Excellent verbal, and written communication skills
- Strong organizational skills
- Ability to break down project needs to task level and communicate needs to the community and team in a logical format
- Ability to work independently and are self-motivated
- Proven time management and multi-tasking skills
- Demonstrated proficiency in Microsoft Excel and Power Point
- Knowledge of effective prevention approaches and programs
- Working knowledge of data analysis and interpretation is an asset
- Must possess and maintain a valid Saskatchewan driver's license and must have a reliable vehicle

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

SALARY AND BENEFITS

- Competitive salary based on qualifications and experience.
- Full health benefits including dental
- Employer Pension Eligibility
- Employee and Family Assistance Program

APPLICATION PROCESS

Submit cover letter and resume by email to:
mstdenys@whitecapdakota.com

APPLICATION DEADLINE – December 8, 2023
EMPLOYMENT TYPE: Fulltime, Permanent Placement

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