



# Siksika Family Services Corporation CHIEF EXECUTIVE OFFICER

PERMANENT FULL TIME  
Closing Date: OPEN until position is filled.  
SEPTEMBER 2024



**Position:** Chief Executive Officer

**Reporting:** Board of Directors

**Reporting to CEO:** Executive Direction for all Programs, IT, HR, Health and Safety and Finance

## Job Summary

At Siksika Family Services Corporation, our vision is an empowered Siksika Nation where our people are valued and living purposeful, independent, and healthy lives. We are seeking a Chief Executive Officer to oversee the provision exemplary programs and services to support Siksika Families and encourage healthy lifestyles.

Siksika Family Services is seeking to fill the role of Chief Executive Officer who is responsible for the overall management of the Siksika Family Services Corporation. The Employee will provide effective management in accordance with the strategic priorities of the Employer as approved by the Board of Directors.

## Responsibilities and Duties

- **Strategic and Operational Management:** Provides leadership in developing organizational strategic and operational plans under the direction of the Board of Directors. Oversees the ongoing operations of all divisions in the Corporation. Ensures the Corporations' compliance with all applicable laws, rules, regulations, and standards.
- **Financial Operations Management:** Oversees and manage all financial operations of the Corporation, including budgeting, accounts payable, accounts receivable, and payroll. Manages and directs the Corporation toward its primary goals and objectives. Ensures adequate and sound funding for the mission and goals of the Corporations. Reviews the financial results of all operations, comparing them with the Corporations' objectives and taking appropriate measures to correct unsatisfactory performance and results. **Must adhere to Siksika Nation Financial Law.**
- **Program and Service Delivery Management:** Oversees program delivery in all areas, including Executive Directors for children and family, Social Development, IT, Human Resources, Health and Safety and Finance.
- **Coordination of Community Development Activities:** Maintains an open, equitable and service-oriented relationship between the Corporation, the families, the children, and the community.
- **Board of Directors:** Liaison with the board of directors and other executives to establish short-term objectives, long-range goals and related plans and policies. Attends all Board meetings. Coordinate the preparation of agendas, information and resources for Board Meetings and Board Members. Serves as the Corporation's representative to the board of directors, shareholders, employees, customers, the government, and the public.
- **Reporting:** Presents regular reports on the status of the Corporations' operations to the board of directors and to the Corporation's staff.
- **People and Culture:** Oversees the recruitment, coaching, mentoring, and management of staff in accordance with Corporation standards and performance expectations.

## Qualifications Required

- 3-5 year's experience in Executive management, ideally in a First Nation Community.
- 5- 10 years experience in strategic operational management, Council or community support, financial management, human resource management.
- Familiarized and fluent in adhering to Financial Administrative Law (FAL) is an asset.



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- Education may vary an advanced degree in business administration, finance, or law is preferred, but not required.
- Knowledge in ADP would be an asset.
- Excellent managerial and financial skills and the ability to take leadership over any business operations area.
- Superlative communication skills, particularly the ability to communicate as a leader.
- Thorough understanding of management and financial practices in all areas and phases of business operations.
- Sound knowledge of the social and economic issues facing First Nations including the programming and reporting requirements of Indigenous Services Canada (ISC) is key to this role.
- Knowledge of Child welfare services and or RSW or MSW is an asset.
- Ability to manage relationships with both internal and external stakeholders.
- Clear Child Intervention Check
- Clean Police Check
- Clean Driver's abstract
- Valid Driver's license and insurance
- Siksika nation members will take priority in the selection process.

### Working Conditions

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to navigate various departments of the organization's physical premises.
- 50 % Travel.
- In person only.

Thank you for your interest in working with Siksika Family Services Corporation. Due to the volume of interest, only those that meet the requirements of the job will be contacted for interviews. If you believe that you would be a good fit for this role, please email your resume and references to:

**Posting Dates:** May 21<sup>st</sup> – June 25<sup>th</sup>, 2024.

**Email:** [anniew@siksikafamilyservices.com](mailto:anniew@siksikafamilyservices.com)