



**Siksika Family Services Corporation**  
**SIKSIKA CHILDREN'S SERVICES**  
**Program Manager – Off reserve**  
**CALGARY**

Permanent Full-time  
Closing Date: July 21<sup>st</sup>, 2025.  
07/2025



**GENERAL STATEMENT OF POSITION:**

The Siksika Children's Services Program Manager – Off-Reserve manages the day-to-day operations of all goals and strategies identified in business and operation plans for Off-Reserve (Calgary) Child Protection services and the Intake/Investigations Unit. The Program Manager ensures consistency and adherence to practice standards and provides leadership to Siksika Off-Reserve Child Protection and Intakes/Investigations. This position works within all direct provisions and ensures compliance with the Child, Youth, and Family Enhancement Act (CYFEA), other related legislation, and the policies and procedures of Siksika Family Services Corporation.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for leading the effective and efficient day-to-day operations of Siksika Children's Services Off-Reserve Child Protection and Siksika Children's Services Intake & Investigations Unit (On & Off Reserve) by meeting the goals and strategies identified in business and operational plans, human resources management, financial management, strategic planning, monitoring, and evaluation.
- Utilize strong leadership skills in a collaborative team approach with staff and community partners to operationally perform their primary legislative program, and Siksika Nation cultural integration responsibilities such as the Child Youth and Family Enhancement Act, Children's First Act, and support Siksika Nation initiatives.
- Promote, support, facilitate, implement, and lead the progressive strategies driven by Siksika Nation, Child Protection Practice Framework, and practice.
- Responsible for guiding the shift from a focus on child protection to healthy families; developing positive communities, promoting collaborative partnerships, cultural and traditional inclusion to achieve better outcomes for children and families.
- Exceptional leadership skills, administrative skills and strong program knowledge will assist to strategically plan and administratively manage in the following areas: financial budgeting, forecasting, strategic and business planning, human resources training and development, program monitoring and evaluation, client outcomes, and service resource management while keeping Siksika Nation cultural and traditional aspects integrated.
- Participates as a member of the Siksika Children's Services Management team and work collaboratively with other Managers within the Agency, within the Corporation, as well as external services through Siksika, Treaty 7 and the Region. Liaise and communicate services and program information to Director, CEO, Board of Directors, and Shareholders as requested.
- Perform other duties as assigned by the Director of Siksika Children's Services.



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- Expected to work outside business hours to be on-call as Intake Manager.
- Additional duties will be required.

**EDUCATION AND EXPERIENCE:**

- Bachelor or Master of Social Work Degree with minimum 5+ years recent relevant Supervisory/Directive experience preferred. Bachelor or Masters in a related social discipline with a minimum of 10 years recent relevant Supervisory experience may be considered.
- Experience delivering a full range of Children's Services programs is essential
- Experience working with First Nation communities and families is essential.
- Experience in community development is considered a definite asset.
- Strong computer skills and experience working with Government information systems.

Resumes and cover letters should be emailed to [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com)

Please quote **Program Manager -Off-Reserve** on your cover letter.

**IMPORTANT:** All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

*We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.*