



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Placement Resources Officer
Permanent Full-time
July 2025



GENERAL STATEMENT OF POSITION:

The Placement Resources Officer is responsible for monitoring and supporting Caregivers for Siksika Children's Services Child Protection clients. Overall the implementation and delivery of the Siksika Children's Placement Resources Program in accordance to the Child, Youth and Family Enhancement Act and other related provincial legislation, and all established Siksika Policies and Procedures.

The Placement Resources Officer is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance to Siksika culture and traditions incorporated by the agency.

Duties & Responsibilities:

- Provide support, guidance, leadership and supervision of Caregivers.
- Document Child/youth and Caregiver information and write reports.
- Process and maintain records of Caregiver expenses.
- Manage crisis situations.
- Liaison with Siksika Children Services Child Protection & After Hours teams.
- Ensure Caregiver homes meet licensing requirements and prepare license packages.
- Participate in team meetings and/or individual supervision to review ongoing licensing non-compliances, home safety assessments and placement issues to ensure families meet statement of need, qualification/service standards.
- Evaluate issues of recruitment, retention and advocacy of Caregivers.
- Become educated in order to assist in conducting Home Assessment Reports.
- Primary Point of contact and collaboration with Alberta Foster Care Association.
- Development of Siksika Caregiver Association and Caregiver Mentorship Program.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor Social Work degree and other related experience.
- Bachelor degree in a related social science or education discipline with three (3) years' direct related experience, may be considered
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** 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.