



**Siksika Family Services Corporation**  
**SIKSIKA CHILDREN'S SERVICES**  
**Placement Resource Supervisor**  
**Strathmore**  
Permanent Full-time  
July 2025



**GENERAL STATEMENT OF POSITION:**

The Placement Resources Supervisor is a team lead role in the Siksika Children's Services Placement Resources work unit. The Placement Resources Supervisor is the lead of the Siksika Placement Resources Team and manages all Placement activities and duties of the Placement Resources Team. Oversees the Placement Resources duties that involve determining the extent of the use of intervention as defined in the Child, Youth, and Family Enhancement Act (CYFEA). Establish the type of service required to meet the needs and urgency of the needs of the child and family and developing the case plan. The Placement Resources Supervisor provides leadership, training, support, orientation, and direction to the Placement Resource Officer. This position approves all direct service provisions and ensures compliance to the Child, Youth, and Family Enhancement Act (CYFEA), other related legislation, and the policies and procedures of Siksika Family Services Corporation.

The Placement Resources Supervisor 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:**

- Collaboratively work with and supervise a competent and responsive team that provides Placement Resources and services to clients. Expected to work collaboratively with Intervention Units within Siksika Children's Services.
- Provide direction and support to your team as they provide services as defined within the Child, Youth, and Family Enhancement Act (CYFEA). Remains current with amendments to the CYFEA and trains staff accordingly.
- Provides strong leadership to the Placement Resources team that provides quality and culturally sensitive services to children, youth, and families.
- Demonstrate a wide range of skills and knowledge of Placement Resources and methods including an in-depth knowledge of licensing, assessments, safety planning, accessing resources, and the cultural competency required for the Placement Resources & Services.
- Provides instruction on Placement Resources to staff and approves all direct program services provision expenditures up to \$5000.
- Responsible to ensure all staff understand and operate within their delegated authority through mandatory on-going consultation.
- Interprets program/agency policies and procedures to program staff, Siksika Children's Services staff, Siksika Departments, outside agencies/service providers, Siksika Family Services Board of Directors, Siksika Leadership, other First Nations, and the general public as needed



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- Ensure program staff executes their duties within policy, procedures, regulations, and follow proper protocol.
- Assigns and adjusts caseloads for each team member during periods of excessive activities or emergencies. Identifies service gaps and makes recommendations to management.
- Ensure success for the Placement Resources team by setting both individual and unit goals, providing ongoing case consultation, supervision with staff, and maintaining a strong effective team that embraces change.
- Scheduled one on one meeting with staff and Child Intervention Casework Information Online (CICIO) reviews to ensure accuracy and timelines are being followed.
- Active participant in case conferences and lead for Placement protocols with Siksika Children's Services Team Leads.
- Ensure all documentation is accurate and current for the Placement Resources team as well as on CICIO. All contact, activities, progress, and relevant information on each placement types for each child, youth, and family is properly documented.
- On-going performance evaluation of staff members to identify areas of change and training.
- Responsible for adhering to the Personnel Policies and Procedures that are approved by the Siksika Family Services Board of Directors when dealing with employee matters such as employee recognition, disciplinary procedure, leaves of absence, etc.
- Prepares monthly reports to the Program Manager and may be asked to prepare reports for the Board of Directors and outside agencies. Participates in strategic planning for the agency while keeping in line with the Business Plan.
- Attends regularly scheduled meetings at the Supervisory level and is part of the Supervisor Team who conducts agency wide training, development, planning, etc.
- Responsible for addressing complaints against program or staff by documenting the complaint, action taken, follow-up, and ensuring the process is properly documented through personnel policy and procedure.
- Participates in promotional and agency wide activities.
- Work in partnership with other Siksika Nation departments to provide services to Caregivers and families.
- Promote and encourage Siksika cultural inclusion in all service delivery.

**EDUCATION AND EXPERIENCE:**

- Bachelor Social Work degree and other related experience.
- Bachelor degree in a related social science discipline with three (3) years' direct related experience, may be considered
- Proven Supervisory experience is mandatory.



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- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes, cover letters and the other documents listed below should be emailed to  
[hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com)

Please quote **Placement Resource Team Lead** in 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.*