



Siksika Family Services Corporation

SIKSIKA BAND DESIGNATE OFFICE

Male Youth Mentor

On and Off Reserve

CONTRACT

Closing Date: OPEN until position is filled.

August 2025



GENERAL STATEMENT OF POSITION:

Reporting to the First Nations's Designate, the Siksikaitsitapi Youth Mentor is responsible to develop and implement a Siksikaitsitapi Youth program. The program will include events, and trainings. The incumbent is also responsible for any day-to-day administrative support such as filing and correspondence.

REPORTS TO: Directly to Siksika First Nation's Designate Director

DUTIES AND RESPONSIBILITIES:

- Case manages youth clients: implement cultural support plans for youth clients, set up monthly activities for youth, face to face in person visits with all clients on our caseload.
- Coordinate events that support the Band Designate office: annual conference, cultural camps throughout the year, and cultural training caregivers for staff and clients.
- Assist the Siksikaitsitapi Program Team Lead for the creation and updating of a Siksika Cultural tool kit for children, families, and youth.
- Utilize Blackfoot ways of Knowing through land-based teachings, creation stories, and
- Build relationships with Traditional Knowledge Keepers for mentoring.
- Working closely with several Ministry of Children Services for: Alberta, British Columbia, Saskatchewan, and Ontario.
- Receiving and reviewing confidential information per s. 107 (3)(4).
- Working within Protocol Agreements between CFSAs and DFNAs and/or First Nations.
- Maintain, respect, and protect confidential information received from the other parties.
- Ensure the confidentiality and integrity of information disclosed to other parties.
- Ensure that any information identifying a client is used and disclosed only with the consent of the Director.
- Safeguarding the confidentiality of all personal information obtained while fulfilling their role.
- Administrative support including filing and correspondence.
- Submit monthly, quarterly and yearly reports.

EDUCATION AND EXPERIENCE:

- High school Diploma
- 2-3 years experience with program development, implementation, and delivery.
- Possess knowledge of the role of a Delegated First Nation Agency under the Alberta Child Youth and Family Enhancement Act.
- Must possess knowledge of Federal and Provincial initiatives in relation to Aboriginal organizations is required.
- Ability to keep well-documented and chronological records of all contact with service providers, caseworkers, placements, and other individuals.
- Event Coordinating: Conferences, monthly events and activities, field trips.

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.