



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING SERVICES

SETS Manager

Permanent Full-Time

Closing Date: OPEN until position is filled.
10/2025



GENERAL STATEMENT OF POSITION:

The SETS Manager is responsible for the leadership and operation of Siksika Employment & Training Services. The SETS Manager will work closely with Siksika Social Development in providing integrated services to Siksika Nation members. Under the direction of Siksika Family Services Corporation's Board of Directors and Chief Executive Officer, the Manager is accountable for developing and delivery of a quality integrated system for Employment & Training and Income Assistance programs and services that is accessible to all Siksika Nation members throughout the assigned geographical area. The role involves leading and managing the administration of these programs and services. The Manager works to implement the Employment & Training Services business plan, identifies emerging issues and develops strategies in an environment which is impacted by many external and internal factors.

Reports to: Chief Executive Officer of Siksika Family Services Corporation as required.

DUTIES AND RESPONSIBILITIES:

- Lead and manage staff members responsible for the delivery of Employment & Income programs and services.
- Contribute to regional operational planning in relation to service delivery and organize staff participation in the operational plan. Assign and monitor responsibilities for the operational plan.
- Establish tracking, reporting, and evaluation systems for the operational cycle. Submit quarterly and year end reporting through the Manager of each region.
- Lead initiatives supporting ministry/cultural shift imperatives.
- Translate SETS vision and values into the work site.
- Lead teams through identifying needs to adjust service delivery modes.
- Support internal mechanisms to ensure staff training needs are identified and met.
- Lead Human Resources Management activities and recruitment processes including reviewing work site staffing needs, analyzing budget realities and completing staffing requests.
- Contribute to interview, recruiting, and classification decisions.
- Define and assign work duties, leading and supporting position and classification processes.
- Handle employee relations issues in accordance with HR practices (performance, staff conduct, and code of ethics)
- Represent the work site, region, and/or ministry on committees and projects.
- Knowledgeable of E&I programs, community resources, and Public Service and Government Program legislation.
- Prepare quarterly reports and present the financials to Board of Directors and the CEO.
- Possesses highly developed communication and mediation skills
- Requires critical thinking, detail orientation, strong leadership skills, and problem solving abilities.
- Ability to work in crisis situations and de-escalate problems quickly.
- The position is considered independent, high stress, with excessive work load.
- Considerable travel is required.

For Full Job Description please email hrm@siksikafamilyservices.com

EDUCATION AND EXPERIENCE:

- Knowledge of indigenous or Siksika culture, language and history. The ability to speak Blackfoot is an asset.
- In-depth knowledge of income support services, social barriers, family dynamics, group process, handicapping conditions, physical, sexual, and emotional abuse/neglect, as well as health and social remedies.
- Adopts a trans-disciplinary and cross-cultural approach to social work practice, demonstrating knowledge and experience in counseling.
- Competent with communication tools: cell phones, e-mail, computers and Microsoft Word, Excel, and Powerpoint.
- Degree or Master's Degree in Social Work or related field is an asset.
- Must have a minimum of five years previous experience in a management and/or public administration.
- Certificate or qualification in financial/business management is desirable

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

Please quote **SETS MANAGER** 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 including Child Youth Information Module (CYIM) 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.