



Siksika Family Services Corporation
SIKSIKA NATION BAND DESIGNATE
Band Designate
Permanent Full-Time
Closing Date: December 8, 2025
Posted: 11/2025



GENERAL STATEMENT OF POSITION:

The Siksika Nation Band Designate is involved in planning when a child is a member of Siksika Nation and receiving or about to receive services under Child, Youth and Family Enhancement Act (CYFEA). The Designate is to be involved in the planning and decision making for a child who is being adopted. The involvement of the Designate ensures consistency, as well as community and cultural expertise, in supporting Siksika children and families. The Designate provides preventative services to avoid a child being in need of Intervention, in maintaining ties to their family and their community and preserving the child's cultural identity. The Designate ensures that the child's heritage and cultural connections are maintained regardless of placement.

Reports to: Chief Executive Officer, SFSC. Works in conjunction with Director, Siksika Children's Services.

DUTIES AND RESPONSIBILITIES:

- Advocate for Siksika Nation children and extended family.
- Assist the guardian to obtain Registered Indian Status immediately and/or Band Membership for eligible children.
- Assist the guardian to ensure the Siksika child's Treaty rights are protected and adhered to.
- Ensure that children, parents and extended family have a voice in concurrent and permanency planning by working with permanency planning and the Caseworkers.
- Develop a protocol to ensure the family are notified immediately and that any non-familial placement adheres to meaningful compliance with an appropriate cultural plan and maintaining family connections.
- Support family in applying for kinship placement and provide cultural support to the family.
- Represent the Chief and Council's authority to advise and make recommendations to CFSAs and DFNAs.
- Ensure Chief and Council are apprised of cases including successes and potential issues on a regular basis.
- Maintain, respect, and protect the confidential information received from or disclosed to other parties.
- Ensure quality service to families within the Intervention, Permanency Planning and Foster Care Programs.
- Support and enhance the child's cultural connectedness through nurturing and maintaining the child's relationship with their family, and fostering connections with Siksika community.
- Develop respectful, positive relationships between the child, the caseworker, the Designate and key resources.
- Provide leadership and support in the development of ongoing partnerships with community partners, funders, stakeholders, service providers, other Siksika service areas, provincial child welfare agencies and other Delegated First Nations Agencies for the benefit of the Siksika program.
- Provide a calendar of community/cultural events and activities, and identify and encourage potential opportunities for the child's involvement in the community. Provide information on cultural resources, such as community elders.
- Work under pressure on tight timeframes when children are at risk of being apprehended to locate and assist family members to ensure children remain within their community.
- Keep well-documented and chronological records or all contact with service providers, caseworkers, placements and other individuals.
- Compile, verify and analyze financial records, including develop annual fiscal budgets working with the corporation's Financial Controller and/or Finance Manager.

For Full Job Description please email hbm@siksikafamilyservices.com

EDUCATION AND EXPERIENCE:

- Possess knowledge of Siksika culture, language and history. The ability to speak Blackfoot fluently is an asset.
- Management and administrative background with extensive experience with child intervention services is essential.
- Degree with considerable related experience (ie. BSW/MSW, BBA/MBA (individuals with equivalent combination of training and experience may be considered.)).
- Possess knowledge of the role of a Delegated First Nation Agency under the Alberta Child Youth and Family Enhancement Act.
- Must have minimum five years of experience in child intervention services in a management position.
- Must possess knowledge of Federal and Provincial initiatives in relation to Indigenous organizations.

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

Please quote **Band Designate** 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 Vulnerable Sector Check
3. Clear Child Intervention Check.
4. Clear Child & Youth Information Module Record Check
5. Copy of Driver 's License & Driver's Abstract

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