

# YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue  
Edmonton, AB T5S 2G8

## **EMPLOYMENT OPPORTUNITY**

### **CFS RESEARCHER (1 position)**

The Researcher is a part of the Community Research Team and is responsible for achieving the strategic goals of the Building Capacity Project. The YTC Child and Family Services Researcher will assist in the development of evaluation tools, continuous quality improvement plans, and operational plans that represent YTC on local, provincial, and national levels, as required. The researcher will be directly involved in establishing and supporting relationships with Elders and Cultural Knowledge Keepers.

#### **QUALIFICATIONS:**

- Bachelor of Arts in social science, communication research,
- Diploma in Social Work,
- Knowledge of Indigenous research methodologies
- Minimum of 2 years of experience in the field of research,
- Previous experience working with Indigenous children, families and First Nations

#### **DUTIES AND RESPONSIBILITIES:**

- Research all relevant areas of Child welfare and provide an analysis report.
- Liaison with the YTC First Nations CFS Programs in the development of the CFS Program policies
- Present to the YTC CFS Technical Working Committee as required.
- Make recommendations on policy and methodology of CFS program delivery
- Prepare monthly activity reports
- Development of a culturally relevant CFS Program Model
- Research current Provincial CFS Legislation
- Develop comprehensive data on the Provincial CFS
- Provide an analysis of assessment tools in the area of CFS
- Assist with facilitating and documenting staff meetings and ensure completion of any action items
- Assist with recognition for wide Indigenous Practices
- Assist with the development and completion of monthly/quarterly and/or annual reports to the board
- Responsible for direct implementation and adherence to YTC philosophy, policy, and procedures
- Provide input and assistance in the ongoing development/evaluation of programs
- Assist in the collection of client statistical information – ensure data is accurate and complete
- Provide input in the development of a system to track and evaluate work on the project.
- Use data collections to identify trends, analyze issues and forecast program needs.
- Attend program-related meetings as required (Internal and External)

#### **WORKING CONDITIONS:**

- Ability to sit for long periods of time and manual dexterity
- Flexible work environment
- The ability to travel to Yellowhead Tribal Council communities is essential.

The salary will be determined based on qualifications and experience.

Salary range: TBD

Please forward a cover letter and current resume to

Email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca) and/ or fax to 587-524-0181

#### **MAIL TO:**

**ATT: Joy Sandy**

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Edmonton, AB T5S 1G4

\*This employment competition closing date is **Friday, November 28, 2025, at 4:30 PM**. Only those candidates who meet the criteria will be contacted.