

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 (P/T)

The Researcher is a part of the Community Research Team and to achieve the strategic goals of the Bringing Our Children Home Project. YTC Child and Family Services Researcher will assist in the development of evaluation tools as continuous quality improvement plans, operational plan representing the YTC on a local provincial and nations level and when required. The researcher will be directly involved in establishing and supporting relationships with Elders and Cultural Knowledge Keepers.

QUALIFICATIONS:

- Diploma/Degree in Social Work Child and Youth is preferred. Education Degree, Bachelor of Arts Degree will be considered, and other diplomas and or degree may be considered depending on one works experience.
- Knowledge of Indigenous research methodologies
- Minimum of 2 years of experience working with Indigenous children, families, Nations and/ or settlement

SUMMARY OF DUTIES:

- Assist with facilitating and documenting staff meetings and ensure completing 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 and 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 system to track and evaluate work on the project.
- Use data collections to identify trends, analyze issue and forecast program needs.
- Attend program related meetings as required (Internal and External)
- Assist with administrative duties related to the program
- Attend and facilitate at any “circles’ that are created.
- Ongoing development and review of Policy and Procedures manual

WORKING CONDITIONS:

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

Salary will be determined according to qualifications and experience.
Salary range: TBD

Please forward a cover letter and current resume to
Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181

MAIL TO:

ATT: Joy Sandy

3rd Floor 17304-105 Avenue
Edmonton, AB T5S 1G4

*This employment competition closing date **July 15, 2022**, only those candidates who meet criteria will be contacted.