



EMPLOYMENT OPPORTUNITY

CHILD AND FAMILY SERVICES

PREVENTION COORDINATOR

Job Summary:

Reporting to the Director of Child and Family Well-being Program, this position is responsible for the planning, delivery, and evaluation of community programs that are culturally relevant and focused on increasing family wellness and identity.

The prevention coordinator will focus on Nakota Sioux customs, as relevant to the community's rich cultural history. The goals are to develop programming that assists children, youth, and families to live within their cultural traditions which results in increased strength and resiliency.

Job Responsibilities/Duties:

- Responsible for providing leadership and direction for day-to-day operations of the prevention team
- Schedules and facilitate Prevention team meetings.
- Manages the referral workflow and delegates the referrals to the Prevention team
- Monitors team work plans
- Manages the prevention program budget.
- Completes annual reporting for Indigenous Services Canada (ISC)
- Provides direct support for families as required
- Administrative duties as required (i.e., request for purchase, purchase authorizations)
- Oversee the operations of the Prevention offices, including budget, staffing, and interdepartmental coordination.
- Planning, implementation, and evaluation of services and activities within the community.
- Model's effective community engagement, conflict resolution, facilitation, and crisis intervention skills in a collaborative, multi-disciplinary team context
- Speaking the Nakota Sioux language is an asset
- Coordinates community events
- Conducts intakes
- Other duties as required.

Qualifications: Two or more years of related community development experience, including direct supervisory experience or an equivalent combination of education, training, and experience (include documents). Understanding of Children's Services and Prevention Programming

Requirements: Clear Criminal Record Check with Vulnerable Sector. Clear Child and Family Services Intervention Check. Valid Alberta Driver's License, reliable vehicle with third party liability insurance.

Duration: Permanent with 3 months' probation

To apply: Submit cover letter, resume, and two (2) recent employment references

Submit Resume to:

Bertha Anderson, Director

Email: bertha.anderson@ansn.ca

Deadline for Resume: July 31, 2025 @ 4:00 p.m.