



# Driftpile Cree Nation

## Post Majority Support Services Supervisor Job Description

Driftpile Cree Nation (DCN) is a proud and culturally strong First Nation located between the towns of Slave Lake from the west, and High Prairie from the east, approximately 340 km northwest of Edmonton. The Nation is nestled on the south shore of Lesser Slave Lake. As the second-largest lake entirely within the Alberta boundaries Lesser Slave Lake is a stunning destination for birders and wildlife enthusiasts. We are signatory to Treaty 8 and a member of the Lesser Slave Lake Indian Council. As stewards of the land, we will ensure that the best sustainable practices are followed, now and in the future.

The Driftpile Cree Nation Child and Family Services Program (CFS Program) is community-based and family oriented to provide the care, protection and well-being of all Driftpile Cree Nation (DCN) children in a preventative manner to promote the healing of all children, families and community. A coordinated, holistic, interdisciplinary approach is the foundation of the Program to meet the developmental needs of children, youth, and families with respect to the cultural identity, customs and traditions, beliefs and values.

### **Job Overview**

Program activities focus on Driftpile Cree Nation youth leaving care and young adults formerly in care aged 15-26 as they prepare for independence and are exiting or leaving care due to having reached the age when mandated or legislated services end and for those young adults formerly in care.

Reporting to the Director, Post Majority Support Services (PMSS), the Supervisor position is responsible for leading a team supporting young people transition to independence. This position participates as a team overseeing program development, implementation, and evaluation of PMSS program. The goal is to deliver comprehensive wraparound services enabling young people to thrive and to reach their potential.

### **Responsibilities**

- Maintain knowledge of Chief Kinosew Awasak Mikiwahp (Chief Kinosew Children's Law), PMSS program policies and practices, including Cree cultural protocols and practices.
- Maintain knowledge of jurisdictional child & family services across Canada and interpret various acts and legislation that effect Indigenous young people.
- Provide Director, PMSS with timely briefings and information, enabling informed decision-making, including reporting and data collection methods.
- Support the implementation and maintenance of PMSS program requirements including Intake and Admissions, Administration, Communications, Recruitment, Database Maintenance, Financial Administration, Policy/Practice, Reporting, On-Boarding and Transitional supports and services.
- Monitor, assess, review caseload and file information; identify needs and address service gaps experienced by young people.
- Mentor workers by providing them with additional tools, skills, and knowledge to provide exceptional services with young people transitioning to adulthood (staff training and professional development).
- Provide performance reviews; identify performance strengths and limitations.

- Employee supervision and team organization (reporting, time management, delegate tasks, scheduling, employee training, orientation and learning plans).
- Supervisor and lead PMSS Practice Specialists and Outreach Workers.
- Assist direct reports with creating individualized life plans that include assistance with housing, food, employment and financial security, mental health, wellness, addiction supports, cultural supports, life skills, healthy relationships and connections to supportive family and community.
- Establish and maintain collaborative working relationships promoting coordination of services with internal teams and external partners.
- Maintaining working relationships and coordinate and navigate programs and services through a coordination of services approach with team colleagues, partnering agencies, and other service providers.
- Provide recommendations on policy/practice development and implementation to service providers regarding youth/young adults in transition issues based on information and data gathered from youth/young adults (advocate).
- Perform other related duties, as required.

### **Qualifications**

- Diploma or Degree in Human Services, Social Work or related field
- Minimum of five (5) years of supervisory management experience
- Valid Class 5 Driver's License, with an up-to-date driver-abstract
- Criminal Record and Child Intervention Record checks
- Microsoft Office software, emails, databases, excel.
- Knowledge and understanding of First Nation culture and communities.
- Cree Language is an asset.