



# SWAN RIVER FIRST NATION

P.O. Box 270  
Kinuso, Alberta, T0G 1K0  
Tel: (780) 775-3536  
Fax: (780) 775-3796

## EMPLOYMENT OPPORTUNITY CFS Team Lead/Coordinator

Swan River First Nation (SRFN) requires a **CFS Team Lead/Coordinator** to assist Chief and Council and Child Welfare Committee with research and coordination tasks. This position will receive direction from and report to Chief and Council who are exercising their inherent and treaty rights. This position involves extensive administrative duties.

### DUTIES

The **CFS Team Lead/Coordinator** will provide coordination tasks as determined by the Chief and Council:

- Responsible to coordinate and develop with the Chief and Council and Swan River First Nation Child Welfare Committee to determine research objectives.
- Provides guidance and work closely with the SRFN Child Welfare Committee and members of community in moving forward recommendations and development of the Swan River Child Well-Being Law.
- Building on Swan River First Nation Natural Laws in reference to children, youth, family, and community.
- Develop a workplan identifying project scope and deliverables.
- Coordinating, development, planning and facilitating community engagement activities.
- Perform objective and ethical research and provide monthly written reports to Chief and Council via briefing notes and other documents.
- Managing a budget, reports to funders and proposal writing.
- Other related duties as may be assigned by the Chief and Council.

### EDUCATION:

- Bachelor's degree in any Human Services related field (preferred) with supervisory experience
- Diploma in any Human Services related field with four (4) years supervisory experience
- Certificate in any Human Services related field with ten (10) years supervisory experience
- Working knowledge of Microsoft Office Suite, including Office, Excel, PowerPoint and Outlook
- Valid class 5 driver's license, reliable transportation with \$2 million liability insurance.
- Satisfactory Criminal Record Check including Vulnerable Sector and Child Intervention (Welfare) Check (current within three months); is required prior to employment.
- Knowledge & understanding of Treaty 8 First Nations community, culture and language will be an asset.

**DEADLINE:** December 10, 2021 @ 3:00 P.M.

**SALARY:** Commensurate with experience and education

Please submit your resume in confidence to:

**Chief Executive Officer**  
Box 270, Kinuso, Alberta T0G 1K0  
Fax: (780) 775-3796  
Email: [rafi.khan@srfn.ca](mailto:rafi.khan@srfn.ca)

*Note: We thank all who apply and advise that only those selected for consideration will be contacted.*