**KEYANOW CHILD AND FAMILY CENTRE INC.**

**EMPLOYMENT OPPORTUNITES**

Keyanow Child and Family Centre Inc. is seeking applications for highly motivated, resourceful, courteous and compassionate individuals to fill the following positions:

**Human Resources Unit:**

**Human Resources Clerk:** Six (6) month full-time term position. Responsible for all aspects of processing leave for all staff per established policy, completing attendance reconciliations, filing, assisting in all aspects of the recruitment/hiring process.The successful candidate will have grade 12, preferably a diploma or certificate in Human Resources or a combination of education and relevant experience, organizational skills, time management and ability to multi-task. Must be proficient with Excel and Word.

**Family Enhancement Unit (FEU):**

**FEU Program Aide Worker:** This individual will work with and provide a variety of supports to the family enhancement team. The individual will assist with purchasing for events and activities such as weekly programming, cultural camps, trips and land-based outings; promoting, assisting with and participating in community activities; providing transportation when required; inventory control; following safety regulations and others duties as assigned by the FEU Manager. The successful candidate will have a Grade-12 or combination of education and relevant experience; First Aid/CPR; Safe Food Handling; strong organizational skills with ability to record keep, ability to multi-task and work independently.

**Family Enhancement Worker (FEW) – 2 positions:** This individual will work with families experiencing challenges that may put them at risk of becoming involved in the child welfare system and are in need of supportive services. The individual will have a demonstrated knowledge in assessment, care planning, counselling, referral, case management and monitoring; implementing awareness and educational workshops, activities and events; and working with families, children and youth, community groups, volunteers and agencies. The successful candidate will have a BISW or equivalent degree in the human services field and a minimum of three years’ experience working with First Nations families and community. Successful completion of a certificate or diploma, along with relevant experience will be considered.

**Family Support Worker – 2 positions:** This position will work collaboratively with the FEW and Family Preservation/Navigator to provide in-home support and guidance to parents in order to create and maintain a safe and stable home environment. The individual will assist the parent in meeting goals and challenges identified within their case plan and may include teaching positive parenting strategies and skills in areas such as meal preparation, house-keeping, nutrition, budgeting, age/stage development, age appropriate discipline, and keep regular records and act as liaison with agency personnel. The position will also require transportation to medical, legal, agency, program and grocery needs.

**Adult Outreach Workers:** This position will provide community-based prevention, intervention, and support services to adults 18 years and older so as to enhance their quality of life including their mental, emotional, physical and spiritual health. Successful candidates will have a demonstrated skill in assessment, counselling, group facilitation, and community engagement, mobilization and development.

**Youth Outreach Worker:** This position will providecommunity-based prevention and early intervention services and supports including group programming, individual counseling, school-based and community programming, and community education event for children and youth up to the age of 17 years. Successful candidates will have a demonstrated skill in assessment, counselling, group facilitation, and community engagement, mobilization and development.

Certification in Addictions, Community Development or Youth Care Worker; Community Wellness Worker, Mental Health and Wellness, and/or equivalent will be considered for the Outreach Worker and Family Support Worker positions. Experience is required.

**SCHEDULE:** The main office is open Monday to Friday from 8:30am to 4:30pm however, schedules will vary dependent upon work location.

**WORK LOCATION:** primary locations include main office in North Battleford, Little Pine, and Poundmaker Outreach, and travel to Lucky Man Saskatoon, Regina, Prince Albert and other areas where we have children in care.

**SALARY:** Competitive salaries; determined upon Education and Experience

**CLOSING DATE:** February 16, 2024

Please submit letter of application,resume with 3 professional references, a clear RCMP Criminal & Vulnerable Sector Record Check, class 5 driver’s license and driver’s abstract to: hr@kcfcentre.com; fax (306) 445-5568 or drop off at 691 – 109th Street, North Battleford, SK

**\*\*\*Only persons selected for interviews will be notified\*\*\***