



KAHKIYAW JOB OPPORTUNITIES

Kahkiyaw Ayisiyinowak Ka Wahkohot – “All people, especially traditional peoples, are related” – is a new and ground breaking Aboriginal lead and community based program created to significantly improve the lives of Aboriginal children, youth and families in the Edmonton and Area Child and Family Services Authority (CFS) Region 6.

Kahkiyaw is being delivered in partnership by **Bent Arrow Traditional Healing Society** and **Boyle Street Community Services**, two community organizations with a long and successful history of serving Aboriginal people in Edmonton. Working closely with CFS Region 6 and using the Outcome Based Service Delivery model, the program will provide a continuum of services to improve the outcomes for Aboriginal children and families in our city.

Kahkiyaw is **RECRUITING** the following positions:

- **Family Wellness Supervisor**- This position is a trained social services professional who provides leadership and team coordination to Kahkiyaw. He/she is responsible for on-going direction, guidance and supervision. **Qualifications:** Degree or diploma in the social services field, three or more years working with families & youth; three or more years supervision experience. This position requires being “on call” & own vehicle transportation.
- **Family Wellness Worker**- This position is a trained social services professional who acts as the team coordinator and is the primary source of guidance and support for children, youth, and families receiving Family wellness Services. **Qualifications:** Degree or diploma in the social services field, First Aid and Suicide intervention, ECD/home visitation ideal. This position requires being “on call” & own vehicle transportation.
- **Circle Keeper**- This position is the facilitator or peacemaker on the team who leads Family Wellness Circles and assists the Family Wellness Worker in crisis situations to help to foster peace among children, youth & families, and/or among the team. The Circle Keeper could be an Elder or someone culturally connected & trained in facilitation and conflict resolution. **Qualifications:** Some training in meditation, conflict resolution, and facilitation desirable.
- **Cultural Connector**- This position is responsible for working with children/youth/families to establish/or maintain their connection to Aboriginal culture, history of their people, history of community etc. The Cultural Connector will work with clients to research and map out their family tree in creative ways. **Qualifications:** Degree in Native Studies ideal.
- **Lodge Keeper**- This position will work with clients and teach them how to manage a household. This includes education and training, home maintenance, cleaning, nutrition, meal planning, grocery shopping and general home care. Position will also provide parenting skills, traditional family and community values, etc. **Qualifications:** Degree in Native Studies ideal.
- **Accountant**- This person must be a chartered Management Accountant who analyzes and reports on key financial data related to Kahkiyaw and ensures that the Project Manager and Bent Arrow, Boyle Street Exec. Directors receive timely, accurate information. Seeking also: **Accounts Payable & Accounting Payroll positions** in addition. **Qualifications:** Bachelor's Degree in Business Administration, finance, accounting.
- **Administration Assistant**- This position provides administrative and clerical services in order to ensure effective and efficient operations within Kahkiyaw. **Qualifications:** certificate/diploma in admin studies. Experience with, Outlook, Microsoft, Excel, etc.
- **Receptionist**- This position will provide support by directing clients, answering phone inquiries etc.

While this is a partnership Bent Arrow will be the employer of all staff and all successful candidates will be subject to their remuneration, benefits and policy package.

Please submit **Cover Letter & Resume** to: natasha.cardinal@bentarrow.ca

All positions require a Criminal Record Check and Child Welfare Check prior to employment

Closing Deadline: March 8, 2012