



Contract Opportunity
Child and Family Services Prevention/Early Intervention Office(s)
Project Manager

The Project Manager will be responsible for the effective coordination, planning and implementation of the Child & Family Services Trilateral Working Group Prevention/Early Intervention office by:

- In collaboration with the Trilateral Engagement Working group and working with the Treaty No. 6, Treaty No. 7, & Treaty No. 8 Child & Family Services Engagement Liaisons:
 - conduct a needs assessment
 - develop a priority action list for the Prevention/Early Intervention office.
- Working with the CFS Trilateral Working Group on the development of Business Plan(s) for the creation of Treaty No. 6, Treaty No. 7, & Treaty No. 8 Child & Family Services Prevention/Early Intervention office (s). This work could include, but is not limited to:
 - Research: sustainable funding sources.
 - Research: physical location of proposed Urban Office(s); size of space required; rent; start-up costs.
 - Research: applicable governance structure.
 - Prepare proposed annual operating budget including revenues and expected expenditures.
 - Develop a contracting process associated with delivery of services; availability of contractors.
 - Develop a hiring process for staffing of the office.
 - Prepare a phased implementation plan based on information collected
 - Develop GANTT chart to ensure priorities are met and are completed in a realistic timeframe.
- Coordinate with the CFS Engagement Liaisons to engage with the Treaty area Delegated First Nation Agency (DFNA) Directors to determine type and level of Prevention/Intervention services required to address and provide ongoing supports to the DFNA's.
- Engage with Band Designates to determine how the Band Designates can utilize the Urban Office.
- Attend and participate at meetings as required (e.g., Working Group; PTO Officials; SOSC and DFNA's and Band Designates).
- Present Business Plan(s) to TWG for review and input.
- Present Business Plan(s) to SOSC for review, input and approval to present to the Assembly of Treaty Chiefs (AoTC).

Qualifications:

Education: post secondary diploma or degree in a related discipline (BSW, Native Studies, political science, law, communications) OR an equivalent combination of related education, training and experience.

Experience, Knowledge and Skills: experience in working with First Nations leaders, Elders, government officials; knowledge and understanding of First Nations history, culture and traditions is essential; strong group facilitation and engaging skills; strong oral and written communication skills; strong planning and organizational skills demonstrated in a complex, changing and time-sensitive environment; demonstrated experience in innovative and creative approaches in communication and presentation techniques; proficiency in computer based word processing and presentation software.

Additional requirements: ___ possess valid driver's license and own or access to a vehicle; willingness and ability to travel extensively when required; willingness and ability to work after hours and/or weekends when required; willingness to submit to oath of confidentiality; ability to speak and/or understand the Cree language (or another applicable First Nation language) an asset.

Application Deadline: May 19, 2017

Please submit resume and Salary expectations to one of the following:

Confederacy of Treaty No. 6 First Nations 13227-146 Street Edmonton, Alberta T5L 4S8 Attention: Jerry Saddleback jsaddleback@treatysix.org	Treaty 7 First Nations Chief's Association #101, 1211-40St.SE Calgary, Alberta T2Z 4E6 Attention: Connie Big Plume conniebigplume@gmail.com	Treaty 8 First Nations of Alberta 18178 – 102 Avenue Edmonton, Alberta T5S 1S7 Attention: Darlene Plamondon darlenep@treaty8.org
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*****only those selected for an interview will be contacted*****