

**Every employee benefits from having clear expectations of their duties. A job description also supports organizational design, job classification, recruitment, employee performance, learning and development, and succession planning.**

**The Common Job Description (CJD) is used to describe work where several positions have common core responsibilities and reporting relationships, as well as comparable knowledge needed to perform the work.**

**FOR DEPARTMENT USE WHEN ASSIGNING THIS COMMON JOB DESCRIPTION TO A SPECIFIC POSITION:**

SELECT REASON FOR SELECTING CJD:	<input type="checkbox"/> NEW POSITION	<input checked="" type="checkbox"/> UPDATE POSITION
POSITION #: VARIOUS	DEPARTMENT: CHILDREN SERVICES	
WORKING TITLE: Child Intervention Manager	EMPLOYEE NAME (OR VACANT):	
CURRENT CLASS: Manager	REQUESTED CLASS:	
JOB FOCUS:	SUPERVISORY LEVEL: <input checked="" type="checkbox"/>	
BUSINESS UNIT:	DEPT. ID:	PROGRAM CODE:
DIVISION, BRANCH/UNIT: CHILD INTERVENTION	SUPERVISOR'S POSITION # VARIOUS	
SUPERVISOR'S CURRENT CLASS:	SUPERVISOR'S WORKING TITLE:	

**ORGANIZATIONAL CONTEXT**

**JOB PURPOSE**

Reporting to the Associate Director, the Child Intervention Manager position provides leadership and oversight in the delivery of high-quality intervention services and programs for children, youth, families, and staff within the local offices. It ensures that services are aligned with the strategic goals of the Region, adhere to legislative and regulatory requirements, and reflect the vision of the Department and Ministry. The role is essential in guiding the shift towards a holistic approach, focusing on family health, positive community development, and collaborative partnerships to achieve better outcomes for children and families.

**SCOPE**

The scope of this role encompasses leadership and direction over multiple local offices, ensuring that service delivery meets the established regional and provincial standards. The position holds significant authority in implementing key frameworks such as the Child Intervention Practice Framework and strategic initiatives like Client Centered Integrated Service Delivery. It also involves liaising with various stakeholders, including community agencies, partner ministries, and external organizations, to ensure effective collaboration and integration of services. This role directly impacts the strategic execution of policies, fosters community engagement, and ensures fiscal accountability across programs.

**RESPONSIBILITIES**

**1. Program Service Delivery:**

- Lead and manage personnel resources and teams to effectively meet the needs of clients served by local offices.
- Apply project management techniques to oversee the delivery of services and ensure timely execution.
- Engage key stakeholders to efficiently allocate resources within the program area.
- Ensure services are culturally relevant and respectful, specifically for First Nations, Métis, and Inuit children, youth, adults, and families.
- Maintain compliance with legislation, policy directives, and file standards to ensure children remain safe in their homes and communities.

## **2. Partnership Development and Maintenance:**

- Establish and foster partnerships with community stakeholders and partnering Ministries by creating opportunities for collaboration in problem identification and resolution.
- Participate in partnership activities to educate stakeholders and promote coordinated service delivery.
- Maintain regular communication with other managers and staff across the region to ensure collaborative relationships and responsive client service delivery.

## **3. Development and Implementation of New Services:**

- Identify changing client needs and ensure systems are in place to address these evolving requirements.
- Lead the implementation process for provincial initiatives, ensuring timely, effective, and efficient delivery of new programs.
- Actively participate in provincial initiatives aimed at addressing the needs of a growing workforce and client base.

## **4. Employee and Organizational Development:**

- Manage and evaluate employee performance by preparing annual performance and learning development plans.
- Provide mentoring, coaching, and regular feedback to staff, fostering their professional growth and ensuring alignment with the organization's vision and strategies.
- Ensure compliance with human resource management practices as per the Public Service Act, union agreements, and industry best practices.
- Keep up-to-date with trends in the human services industry, human resource management, and financial management to enhance personal and team development.

## **5. Resource Management:**

- Ensure financial and administrative activities comply with the Financial Administration Act, Government Accountability Act, and departmental policies.
- Regularly review expenditure reports and adjust operations to stay within financial targets.
- Forecast personnel requirements and develop contingency plans to address staffing shortages.
- Oversee contract monitoring and participate in RFP and RFQ processes to secure services that meet contract obligations and address client needs.

- Maintain active stewardship and accountability in managing resources, ensuring all legislative and policy requirements are met.

### **Manager, Child Intervention (CI)**

- Lead and oversee the delivery of quality intervention services and programs for children, youth, and families, ensuring alignment with regional and ministry goals, compliance with legislation, regulations, and provincial standards, while meeting fiscal targets.
- Guide the shift from a child protection model to a strengths-based approach that focuses on fostering healthy families and resilient communities through collaborative partnerships with external agencies, community organizations, and stakeholders.
- Implement and support new initiatives and innovative programs that align with the strategic direction of the ministry, ensuring that services are both responsive and proactive in addressing the needs of children and families.
- Utilize a system-thinking approach by analyzing trends in child intervention programs, identifying gaps, and ensuring culturally safe, inclusive, and equitable services are delivered, with particular attention to the needs of Indigenous children and families.
- Develop and implement strategies for staff mentorship and training to enhance their capacity to work effectively with diverse communities, integrating trauma-informed practices and promoting ongoing professional development.
- Provide leadership in complex case management by offering guidance and direction to front-line staff on decision-making processes, case planning, and the integration of cultural considerations in service delivery.
- Build and maintain strong relationships with Indigenous communities, ensuring meaningful consultation with First Nations and Métis representatives, while promoting the inclusion of Indigenous knowledge, traditions, and cultural practices in intervention services.
- Oversee and evaluate service delivery to ensure outcomes meet regional performance measures and accountability standards, continuously seeking opportunities for improvement and innovation.
- Ensure communication and collaboration across departments to support integrated service delivery and coordinated responses to the needs of children, youth, and families.

### **Manager, Child Intervention (CI) – Supporting Metis Settlements**

- The Manager of Métis Settlements plays a critical role in delivering high-quality, culturally appropriate services to Métis families and communities. Here's a breakdown of the key responsibilities and areas of focus for this position:
- Service Delivery and Program Oversight
- Ensure the delivery of tailored services that meet the unique needs of Métis settlements. These services must align with regional strategies and comply with relevant legislation while being culturally sensitive to Métis traditions and values.
- Implement family and community empowerment initiatives, with a focus on strengthening community ties and fostering collaboration within Métis settlements.
- Cultural Competency and Systems Thinking
- Apply a systems thinking approach to understand how various factors (social, economic, cultural) influence the well-being of Métis families. This perspective helps in designing solutions that address the root causes of challenges rather than just the symptoms.

Career Group:

Job Class:

Job Stream:  
Management

Occ Code:  
Job Code:

Revised Date:

- Promote the integration of Métis knowledge and traditions\*\* with Western methodologies, ensuring that services reflect Métis cultural values while meeting modern standards of care.
- Collaboration and Partnerships
- Work closely with Metis Nations of Alberta along with Family Resource Networks to create a support system that is responsive to the needs of Métis communities. This collaboration will ensure that services provided are holistic and comprehensive.
- Engage with Métis leaders, elders, and community members to ensure their voices and perspectives are reflected in the development and implementation of services and programs.
- Promoting Anti-Oppressive Practices
- Advocate for and implement anti-oppressive practices, ensuring that all services provided are free from discrimination and prejudice, particularly in relation to Indigenous identities and experiences. This includes promoting equity and inclusion in every aspect of service delivery.
- Legislative Compliance and Strategic Alignment
- Ensure that all services and programs adhere to relevant provincial and federal legislation, while also aligning with Métis nation strategies and priorities.
- Monitor and evaluate the effectiveness of programs and services to ensure they are meeting the intended goals and improving the well-being of Métis families and children.
- By balancing traditional Métis knowledge with Western frameworks, and promoting anti-oppressive, culturally relevant services, this role is pivotal in ensuring the well-being, empowerment, and resilience of Métis families and communities within the settlements.

### **Manager, Indigenous Practice Supports**

- Provide expert consultation and guidance on complex cases involving Indigenous children, ensuring culturally informed decisions throughout intake, assessments, ongoing casework, and permanency planning, in collaboration with First Nations Band Designates, Métis Designates, and other Indigenous representatives.
- Lead initiatives to ensure the registration of eligible Indigenous children for Indian status, Band membership, and Métis membership by coordinating with staff, Indigenous and Northern Affairs Canada, and relevant registries.
- Analyze Child Intervention (CI) Standards, Service Delivery Accountability Measures, and regional reports on Indigenous children to inform strategic planning and improve outcomes for Indigenous families.
- Develop and deliver cultural training to regional staff, fostering awareness of First Nations, Métis, and Inuit values, trauma-informed practices, and Indigenous ways of knowing. This includes facilitating foster parent/caregiver training with access to Indigenous knowledge keepers.
- Build and maintain relationships with Indigenous communities, First Nations leadership, Métis Nation, and other stakeholders through regular contact, participation in community events and ceremonies, and collaboration on initiatives that support culturally safe service delivery.
- Collaborate on internal and external committees, acting as a representative for the region to share expertise and partner with Indigenous communities on child intervention services.
- Support regional staff in navigating and enhancing access to services for urban Indigenous populations, acting as a knowledge broker to improve service delivery and increase community collaboration.