

New

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Indigenous Practice

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Child Intervention Division

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Child Intervention

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position reports to a Child Intervention Director and is the subject matter expert on Indigenous matters as it relates to the over-representation of Indigenous children in care by providing leadership, advice and operational guidance in the development and/or implementation of Children and Family Services business plan and priorities. This position provides the following functions:

- Leadership and operational guidance at the regional management team level.
- Accountable for dealing with complex social, political and legal factors that requires political acumen enabling enhanced working relationships and partnerships with Indigenous peoples.
- Delegated and provides cover-off for the Child Intervention Director or other Child Intervention Managers, as required.
- Lead a team unit of Indigenous Practice Specialists and an assigned admin while providing mentorship and enhancing their skills through Performance Management and structured supervision.
- Manage fiduciary responsibility while aligning with regional budget, administrative practices, processes and Director direction.
- Co-lead in GOA-wide Indigenous training and understanding to improve overall outcomes for Indigenous children

and families.

- Ensure proper protocols are honoured when engaging with Elders (cultural connections for children).
- Key player at tri-lateral negotiations with non-delegated First Nations exploring options of service delivery.
- Work closely with Indigenous and ministry partners to address root causes contributing to the over-representation of Indigenous children in care.
- Work closely with other regions, public and private bodies and government to coordinate services for Indigenous children and families.
- Guide in a regional response to Ministerial Action Requests that contain issues regarding Indigenous matters.
- Work closely with the regional offices with Permanency Planning, Family Finding and ISC registrations and make recommendations for improvements in serving Indigenous families.
- Work closely with the Director and make plans of action to address identified priorities.
- * Establish positive relationships with DFNA and IGB stakeholders.
- * Prepare and create plans of action for the Director dealing with First Nations communities converting to Indigenous Governing Bodies

Through leadership, guidance and support, this leadership role ensures that: services delivered are aligned with the key strategies and business plan goals of the Region, reflect the vision of the Department and Ministry, and comply with appropriate legislation, regulations, provincial standards, Regional policies and fiscal targets. This position will play a key role in supporting implementation of Child Intervention Practice Framework Practice Strategies, which includes Signs of Safety, as well as supporting the strategic direction of the Ministry and implementation of new initiatives within the Region which includes Client Centered Integrated Service Delivery. This position will ensure implementation of regional policy and practice standards and is the primary authority/linkage with key partners such as community agencies, stakeholders and partnering Ministries.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The Manager, Indigenous Practice will be a member of the regional management team with the following responsibilities:

Quality Assurance and Service Accountability:

- Accountable for the leadership, direction and participation in strategic planning, supporting quality assurance and implementation of continuous improvement initiatives. This position acts from a unified strategic approach and efficiencies supporting goals and outcomes.
- Provide guidance on protocols, opportunities of partnerships, child/family connections, historical education and legislation with respective First Nations and Metis organizations.
- Provide advice to the Associate Director and Regional Director on politically sensitive and complex issues specific to Indigenous matters by assessing options, implications and risks, potential solutions that inform responsible and timely decisions.
- Provide strong analytical perceptions and be able to clearly identify organizational risks and opportunities, provide sound decisions, solutions and direction for effective planning and resource utilization.
- Leadership and strategic focused recommendations for improvement on the file review outcomes.

Finance:

- Provide input into the regional budget administrative practices and processes, including discussions on contract management.
- Strong knowledge of National bill back programs for First Nation children in care. Liaise with federal government re: trust accounts for member children in care.

Indigenous Engagement and Cultural Understanding:

- Accountable with Elders, both on and off-Reserve, and is required to maintain the values of respect, traditional ethics, code of conduct and credibility.
- Enhance and enrich relationships with First Nations and Metis communities by jointly identifying trends, challenges and opportunities for partnerships and initiatives.
- Move forward Reconciliation as outlined in legislation, Treaties and other agreements. The process of reconciliation inspires healing practice that supports children through life-long connections with Elders, culture, history, family and/or community of origin, thereby promoting 'one child at a time' to develop a positive identity and personal growth (suicide

prevention).

Leadership:

- Provide leadership for an Indigenous Practice team supporting regional priorities, provincial policy and Indigenous strategies focused on the over-representation of Indigenous children in care.
- Provide mentorship with all regional employees and commitment to teamwork and the development of team members, protocols and processes.
- Possess highly developed public relations fluency and able to represent Children's Services by liaising effectively with senior-level managers in the ministry, community organizations, agencies and other ministries.
- Prepare annual performance and learning development plans
- Assessing individuals and coaching them on performance
- Ensure HR management is in compliance with the Public Service Act, and union Master and Subsidiary agreements

Problem Solving

Typical problems solved:

The lingering impact of residential schools and historical intergenerational trauma combined with family breakdown, mental health and addiction are principal root causes of the over-representation of Indigenous children in care. First Nation leadership have taken a strong position against the Adoption of member children or private guardianship through Family Law. Moving forward legacy permanency files prove challenging for all parties, including a child/youth who has been in care most of their life complicated with negative social media. The issue of trust becomes a complicating factor with all parties. This position plays a leadership role in enhancing and enriching these critical partnerships from a place of respect and honesty that can often take time to mediate and negotiate difficult matters/cases. Remembering it is about joint planning and decision making 'one child at a time' ensuring that vulnerable children are safe and protected with a win-win of shared healing outcomes. Meaningful engagement can take time and the process must be respected. This position provides advice, direction with an ability to influence with differing views at the table. Sharing timely information with Indigenous partners through joint efforts of strengthening child intervention practices in the implementation of the Child Intervention Practice Framework (6-5-4 model), Lifelong Connections and Signs of Safety approaches.

Types of guidance available for problem solving:

- Regional Management Team
- Provincial Indigenous Practice Strategies Committee
- Field Operations Branch
- Indigenous Partnerships and Supports Branch
- Aboriginal Engagement Consultant, Office for the Child and Youth Advocate
- Aboriginal Coalition Committee Meeting
- Elders
- First Nations Leadership
- First Nations Band Designates/Metis Resource Designate
- Delegated First Nations Agencies
- Metis Nation of Alberta
- Indigenous Services Canada
- First Nations and Inuit Health Branch
- Alberta Foster and Kinship Association

Direct or indirect impacts of decisions:

This position provides strategic oversight with service delivery during Intake, assessments, ongoing casework and permanency planning from a place of open communication and in good faith. Operating in an ever changing and often challenging business environment with up to 70% of children in care of Indigenous descent. This over-representation requires a well-thought out action plan supported by the Director Team and District Offices.

It is by working together and inspiring healing practices that influence practice changes thereby promoting healthier outcomes for Indigenous children and families. Acknowledging Elder teachings, voice of the child, Indigenous voice, provincial frameworks (6-5-4 model, Signs of Safety) the following comes from a strategic context as guiding principles

(Indigenous Strategies Activity Plan).

- Connections: Indigenous children maintain relationships and connections with their culture, family and Nation.
- Identity: Indigenous children's identity is preserved.
- Relationships: Enhancing and enriching partnerships with Indigenous peoples and others.
- Healing Practice: Indigenous family preservation and cultural programs delivery (local/community based).

This position is accountable for maintaining positive relations and partnerships between and amongst Edmonton Region, First Nations, Band Designates, Metis Resource, Metis Nation of Alberta, Metis Settlements, Delegated First Nation Agencies, other regions/Ministries and Indigenous and Northern Affairs Canada.

Key Relationships

Major stakeholders and purpose of interactions:

Director - Routine and sensitive operational and administrative concerns, HR and budget issues. Sensitive and unique program delivery and administrative issues. Critical and non-critical incident issues to be forwarded to the Deputy Minister or Minister.

Executive Director - Resolution of HR issues including staffing and labor relations. Input on Business Planning and Operations. Critical and non-critical incident issues to be forwarded to the Deputy Minister or Minister.

Other Governmental Departments/Ministries/Finance/Payroll - Budget, pay issues

Office of Child Youth Advocate - Coordination of activities, program delivery issues

Community Associations/Contracted Agencies - Resolution of contract issues, ordering of contract services

Police Forces - Coordination of police involvement in sensitive investigations, threats to personnel, child safety and apprehension

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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Job-specific experience, technical competencies, certification and/or training:

- BSW/MSW preferred supplemented with related management experience and service delivery.
- Working knowledge of fiscal management processes including budget and forecasting procedures.
- Extensive knowledge of Indigenous history, intergenerational trauma, residential schools, Treaties, current context and aspirations enables a shared understanding and appreciation of diverse parties and their positions.
- Knowledge of Child, Youth and Family Enhancement Act, An Act Respecting First Nations, Inuit and Metis children, youth and families, Protection of Sexually Exploited Children Act, Protection against Family Violence Act, Freedom of Information and Protection of Privacy Act and a working knowledge of other Acts/Regulations/Policies and Procedures related with child intervention service delivery.
- Leadership experience from an Indigenous perspective in moving forward ministry/regional priorities. Able to assess options, risks, solutions and mitigation strategies which inform responsible and timely decisions.
- Management experience and development of a strategic plan in response to recommendations that aligns regionals policies with the principles of the UN Declaration on the Rights of Indigenous Peoples, response to the Truth and Reconciliation Commission Calls to Action; Jordan's Principle; Indigenous Cultural Understanding Framework; Sixties Scoop Apology.
- Facilitation experience: internal/external meetings, strategic planning, chairing meetings.
- Training experience: child intervention training and/or Indigenous training.
- Extensive knowledge, understanding and experience with Indigenous culture, governance and political dynamics in Treaty 6, Treaty 7 and Treaty 8 (Government of Alberta and Treaty Protocol Agreements; Tri-lateral engagement process).
- Community development experience with Indigenous communities (programs & service development).
- Political acumen experience with diverse parties (Indigenous/others).
- Management experience and understanding of connections and integration to make decisions, provide direction and ensure alignment to priorities. Identifies needs and deploys financial, human resources to address priorities. Encourages, supports and enables teams to act to achieve business goals.
- Child Intervention Practitioner Training and a strong foundation in understanding Child, Youth and Family Enhancement Act, provincial standards, programs, policies and practices.
- Knowledge of program computer information systems.
- Principles of project management - ability to manage and support projects, prioritize and meet timelines.
- Proven relationship building and collaboration skills in working with others with diverse positions and able to mediate and resolve conflict (real or perceived).

- Ability and flexible to respond to emergent tasks and priorities (an ever-changing business environment).
 - Knowledge of protocols in meeting with Elders, Indigenous communities and leadership.
- Demonstrate strong knowledge of current best practice in child intervention and related programs, the latest research in improving practice and evidence informed intervention, including 6-5-4 model (Six principles that guide out five outcomes that will be achieved through our four domains of practice).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	

Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Builds trust to fairly represent every party: <ul style="list-style-type: none"> • Uses network to identify opportunities • Establishes credibility and common purpose with a range of people • Actively represents needs and varying groups • Creates strategic impression by inspiring and connecting with values and beliefs 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)
