

## Update

Ministry

Children and Family Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Indigenous Connections Advisor

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

IPASS, Indigenous Connections and Culture

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2026-01-09

Responsibilities Added:

All other responsibilities remain the same, but have been reworded for clarity.

Only update was to move previous JD to the new form

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Indigenous Partnerships and Strategic Services (IPaSS) division supports Children and Family Services (CFS) and its partners in improving outcomes for Indigenous people in Alberta through cultural understanding, relationship building and strategic leadership. The IPaSS division is focused on carrying out transformational work pertaining to strategic priorities that include leading the development and implementation of an Indigenous Engagement to support ongoing collaboration with Indigenous leadership and communities. This position works within the Indigenous Connections and Culture (ICC) unit, in the Indigenous and Community Connections branch.

The ICC unit engages with Indigenous communities, leaders and partners to strengthen relationships and develop collaborative strategies to support Indigenous children, youth and families. The unit has a strategic role in providing expertise and advice to ministry initiatives; and serves as a key player in supporting the ministry on how to appropriately and respectfully engage with Indigenous communities to develop community-led and culturally grounded actions.

Reporting to the Manager of ICC, the Indigenous Connections Advisor acts as a primary connection and advisor to the ministry by taking a proactive approach to build upon and strengthen relationships across the province. These relationships influence and shape the direction, design and implementation of ministry plans, policies and programs.

This position is part of a team that fosters a collaborative culture within the ministry. This position is expected to develop and maintain collaborative relationships, inform the development of effective public policy and programs, and strategic planning to ensure there is awareness of emerging issues and directions, that actions are coordinated, and that appropriate input is provided in the development and delivery of ministry engagement with Indigenous leadership and communities. The role therefore requires exceptional writing and analysis skills, a high level of political astuteness, knowledge of diverse Indigenous governance bodies including business and cultural protocols/practice across Alberta, and the ability to work independently.

## Responsibilities

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

### **1. Proactively builds and strengthens relationships with Indigenous communities, partners, and organizations, including those in an urban setting by:**

- Providing strategic outreach to develop and deepen broad networks across communities in Alberta to gain intelligence, transfer knowledge into collaborative policy and project development, and inform senior management and executive decisions.
- Identifying opportunities for partners to come together to collaborate, and jointly identify and address challenges and optimize opportunities to achieve common outcomes; and assisting CFS staff in leveraging strong community relationships to pro-actively identify issues and systemic issues.

### **2. Strategically builds and maintains a network of positive and collaborative relationships within CFS and across the Government of Alberta, and externally with Indigenous communities, key stakeholders:**

- Identify opportunities to build on existing relationships in order to expand the branches and division's and ministry's overall network;
- Understand the unique interests, diverse needs and protocols for Indigenous engagement (e.g. culturally appropriate engagement models) and apply this to relationship-building strategies and approaches with the intent of building capacity and creating collaborative, innovative projects, policies, and initiatives.
- Establish credibility and trust with Indigenous communities and partners in the division and ministry by attending internal and external committees, meetings and ad hoc gatherings, often as the sole division or ministry representative; and
- Report back to division and ministry senior management on the status of various internal/external committees/ meetings, including recommendations for next steps and planning for future collaborative efforts, as required. These plans and recommendations will often be required by division leadership, including the Assistant Deputy Minister.

### **3. Ensures consistent, early involvement of Indigenous peoples in initiatives, program design, and policy development to inform directions, and directly contribute to the success of resulting solutions.**

- Engage and maintain relationships with Indigenous communities to be informed of priority initiatives and options to work together towards better outcomes.
- Lead the coordination and the development of strategic linkages and resources to develop and implement specific community projects and policy direction that address specific priorities for Indigenous communities.
- Determine, design and deliver the best approaches to work with Indigenous Communities.

- Perform grant management for funded initiatives including monitoring and providing reporting on financial progress, milestones and deliverables.

**4. Provides input, direction, recommendations, advice and analysis on proposed changes to CFS programs or initiatives including:**

- Promoting and accurately communicating the interests and world views of Indigenous partners and key stakeholders to the appropriate decision-makers within CFS (e.g., at the Executive Director, ADM level) to inform project activities or policy changes; and
- Providing relevant advice, analysis, and recommendations on options and courses of action for decision making to senior management, other ministries, Indigenous communities and organizations and other stakeholders.

**5. Leads research and provides advice and guidance on a range of Indigenous issues to increase awareness of relevant issues, and support and influence decision-making and policy directions.**

- Identify the impact of Indigenous issues and priorities to divisional branches.
- Share, interpret and accurately communicate information regarding Indigenous community issues with other divisional branches, and with other ministries, often under tight time restrictions.
- Develop and maintain ongoing, open communication and effective relations with multiple stakeholders.
- Develop and share information, knowledge and expertise in critical areas of policy, program and relationships within the ministry.
- Liaise with ministries, Indigenous communities to maintain awareness of priorities, identify the emergence of new issues and shifting political climate provincially and nationally.
- Provide advice and analysis on complex issues or situations involving legal and jurisdictional issues and views, political sensitivities, multiple interests that have significant potential for precedent and significant consequence of error.

**6. Provides information, advice, analysis, and recommendations to support CFS provincial committees, councils, and working groups in discussions and decisions involving initiatives or policy that may have an impact on stakeholders and Indigenous communities.**

- Provide support to the Manager, Director and other Ministry staff as required in larger provincial initiatives (e.g., Formal Agreement working groups, and various cross-ministry initiatives).

## Problem Solving

Typical problems solved:

The Indigenous Connections Advisor has primary responsibility for providing leadership on a range of Indigenous issues to increase awareness within the division and support and influence decision-making and policy directions. The role requires exceptional writing and analysis skills, considerable leadership skills, a high level of political astuteness, and knowledge of diverse Indigenous governance bodies including business and cultural protocols/practice across Alberta. The role requires some travel to attend meetings, ceremonies, events and/or other gatherings with little notice and at times outside of standard work hours. This is a critical component to building a broad network. A well-articulated understanding of the historical and contemporary process and impacts of colonization on Indigenous people in Canada is required. The role will require extensive knowledge and understanding of Indigenous world view. Extensive experience in Indigenous communities would be considered an asset.

Regular challenges will include problems inherent in managing diverse interests with divergent time-frames. This position will be required to work with a variety of participants, manage expectations, and take all perspectives into consideration in order to build consensus in developing options for feasible paths forward for policy and legislative priorities for the ministry. This position will work to solve these problems of incompatibility in order for decision-makers have what the information needed in a timely manner.

Types of guidance available for problem solving:

The work of this position requires a high degree of flexibility and independence and allows considerable initiative in determining the most effective means of achieving desired results. This position demonstrates integrity and creativity when coordinating complex research projects, and the ability to effectively analyze diverse viewpoints and develop valid

recommendations when reviewing and evaluating options.

Knowledge of Indigenous history, governance, community dynamics and protocols, as well as a broad and comprehensive understanding of CFS strategic priorities, challenges, programs and services will be critical in this role.

Direct or indirect impacts of decisions:

The impact of the recommendations made by the Indigenous Connections Advisor can be significant and include the direction, design and implementation of policies and programs provided to Indigenous children, youth and families involved in ministry programs as well as through program delivery partners, the Indigenous community and other levels of government.

A strong understanding of both the Indigenous community and cross-government political environment is required to promote positive outcomes for both direct and indirect decision making. As the discussion around problems and associated timelines often are evolving, agile communication and being open to ideas for solutions is essential.

## Key Relationships

Major stakeholders and purpose of interactions:

Interact regular and ongoing with the Executive Director, Indigenous Community Connections for the purpose of providing briefings and updates; provide reports and information on status of protocol tables and other duties assigned.

Interact daily with the Director, Indigenous Connections and Culture for the purpose of providing daily updates on progress and issues; provide advice to resolve issues, support Branch leadership team.

Interact weekly/monthly with departmental colleagues for the purpose of exchanging information and to collaborate on initiatives. Provide research, analysis and reports; review of quantitative and qualitative information and data; provide recommendations, and options regarding qualitative outcome measures, gathering information and evaluation; to identify and develop possible social innovations and best practices.

Interact regular and ongoing with Corporate Finance for the purpose of providing financial information related to contracts, agreements and billing protocols.

Interact regular and ongoing with external partners such as First Nation communities, Metis Nation of Alberta, Metis Settlements, Indigenous Service Canada, inter jurisdictional contacts from provinces, territories, and out-of-province IGBs, other ministries, agencies and boards for the purpose of supporting Ministry priorities and positions; identify complex issues. Sharing of information, supporting on Sub-tables and collaborating on development of agreement terms. Particular Indigenous communities and organizations: to provide and exchange information, data and analysis models and methodologies; to collaborate with on best practices and social innovations.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

Other

If other, specify:

Social Work, Business, Indigenous Studies, Public Administration or a related field.

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

Exceptional communication skills including verbal, written, listening and interpersonal skills including persuading, encouraging and motivating.

Knowledge of Indigenous history and culture, governance, protocols, traditions and beliefs.

Knowledge of issues pertaining to Child and Family Services

Knowledge of legislation and regulations pertaining to Child and Family Services policy

## 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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>Engages perspective to seek root causes</li> <li>Finds ways to improve complex systems</li> <li>Employs resources from other areas to solve problems</li> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	This position is required to work with multiple internal and external stakeholders to reach agreements and work plans. At times there may be impasses to reach agreement and this position must use creative problem solving to resolve the impasse.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>Uses variety of resources to monitor own performance standards</li> <li>Acknowledges even indirect responsibility</li> <li>Commits to what is good for Albertans even if not immediately accepted</li> <li>Reaches goals consistent with APS direction</li> </ul>	This position is responsible to monitor, track and support reaching agreements and transition planning. This position must demonstrate drive for results to develop resources to track action items and deliverables to reach agreements and develop work plans.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>Facilitates communication and collaboration</li> <li>Anticipates and reduces conflict at the outset</li> <li>Credits others and gets talent recognized</li> <li>Promotes collaboration and commitment</li> </ul>	Works with a wide range of diverse groups and must acknowledge and integrate perspectives to shape the work to achieve positive outcomes.

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"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	This position requires adaptability, maintaining productivity and positivity through change, navigating uncertainty, and applying feedback for continuous improvement. It also demands effective multitasking, a proactive approach to problem-solving, and the ability to tailor communication styles to diverse audiences and collaborative settings.
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### Benchmarks

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

024PS54, Human Services, Program Delivery Supervisor Wetaskiwin

### Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
	Date yyyy-mm-dd	Employee Signature
_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature