



# One Arrow First Nation Employment Opportunity

## **Family Advocate (Full-time Position)**

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### **POSITION SUMMARY:**

One Arrow First Nation is seeking a devoted professional to join the CFS Well-being team as a Family Advocate. This individual will be responsible for service delivery as a front-line support. As part of the well-being team, the Family Advocate will report, evaluate, and refer to programming that meets the needs for children and families in the community. This is a vital and valuable role in the well-being services department with strict confidentiality and professionalism essential requirements. The Family Advocate will be joining the Mental Health/Prevention team and will report to the Family Advocate Lead in conjunction with the Prevention Manager.

### **KEY RESPONSIBILITIES:**

- Attend home visits regularly by physically entering homes.
- Work with families to promote traditional parenting approaches, healthy family lifestyle engagements, and child development.
- Support families with preventative measures in the best interest of the child including but not limited to: referral supports available for immunizations, dental, Indian Registry system, food security, Cultural supports (Elders) and the Canada Revenue Agency (CRA) Be familiar with other services and resources within the community and outside service providers to be able to navigate and work closely to provide information to families.
- Must be able to identify any concerns or unmet needs of the families in the community, report all incidents of abuse and neglect to their direct supervisor and appropriate child and family services agency.
- Work with the Child and Family Well-Being Director and Supervisor to create and develop family-centered case plans with short- and long-term goals to ensure on-going support is available.
- Support all applicable safe work policies and procedures.
- Help parents and caregivers become involved in activities while modelling positive interaction with their children.
- Maintain statistical data and relevant information pertaining to programs and families. Help promote and implement One Arrow First Nation's language and Culture.
- Provide support and attend various meetings as required (Grandmother's Board)
- Attend appointments with families and advocates when needed.
- Planning and implementing culturally based and Court mandated programming to be delivered to families as needed.
- Complete and submit reports according to program guidelines and other duties assigned. Work as part of a multidisciplinary team to support the needs of the children and families.
- Participate in necessary training and education, such as webinars and workshops.
- Perform other duties as required.

## QUALIFICATIONS

- Highschool Diploma or GED
- Demonstrated ability to work with children and families and to teach life skills.
- Ability to work from a strength-based perspective in motivating families to make a change.
- Ability to communicate in a professional manner, both orally and in writing
- Demonstrates a positive healthy lifestyle.
- Ability to work under pressure and multitask.
- Ability to work independently but also as a team member.
- Excellent documentation, command of literacy and record keeping skills.
- Good knowledge of computer systems (Microsoft, excel, word, outlook, internet).

## OTHER:

- Will be required to travel and work flexible hours that may occasionally include evenings or weekends,
- Must possess a current valid Saskatchewan driver's licence and access to a reliable vehicle,
- As a condition of employment must provide:
  - A satisfactory and current Criminal Record Check, vulnerable sector check and SGI Driver's Abstract;; and
  - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

**To Apply, please submit cover letter, resume and three professional references to:**

**Shawna Greeyes, Human Resources**

**Box 147, Bellevue, SK. S0K 3Y0**

**Or Email: [Shawna.greeyes@onearrow.cloud](mailto:Shawna.greeyes@onearrow.cloud)**

**Deadline: March 9, 2026**