



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY: DIRECTOR OF CHILD & FAMILY SERVICES

EMPLOYMENT OPPORTUNITY

Director of Child & Family Services

Wellbeing Division

Status:	Fulltime, Permanent
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	37.5 hrs. per week
Salary Range:	Competitive
Closing Date:	Sept 10, 2026

POSITION OVERVIEW

WDN is seeking a talented and motivated Director of Child & Family Services to join our dynamic team. The Director of Child and Family Services provides strategic leadership, operational oversight, and accountability for all Child and Family Services programs and services. Reporting to the Chief Executive Officer, the Director is responsible for ensuring the delivery of culturally grounded, family-centered, prevention-focused, and legislatively compliant services that support the safety, wellbeing, and development of children, youth, and families.

KEY DUTIES

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Director of _____, the Employee will:

- **Strategic Leadership and Service Delivery**
 - Provide strategic leadership for all Child and Family Services programs, including prevention, protection, family support, youth services, reunification, aftercare, and community wellbeing initiatives.
 - Lead the development and implementation of long-term strategic plans, annual operational plans, and service delivery frameworks.
 - Advance community priorities related to child and family wellbeing, self-determination, and child welfare jurisdiction.
 - Monitor emerging trends, legislation, service gaps, and community needs affecting children, youth, and families.
 - Ensure all services are culturally relevant, trauma-informed, strength-based, and family-centered.
 - Promote family preservation, cultural continuity, community connection, and spiritual wellbeing.
- **Child Welfare Jurisdiction and Governance**
 - Support the implementation and ongoing development of First Nations child and family services jurisdiction.
 - Ensure compliance with applicable legislation, regulations, standards, policies, and



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- community laws.
- Provide advice and recommendations to the Chief Executive Officer, Chief and Council, and leadership regarding child and family services matters.
- Develop policies, procedures, standards, and practice guidelines that reflect community values and legal requirements.
- Foster accountability, transparency, and continuous quality improvement throughout the department.
- **Program Planning and Development**
 - Conduct community needs assessments and environmental scans to identify service priorities.
 - Design, implement, and evaluate programs that respond to child, youth, and family needs.
 - Establish meaningful performance indicators, measurable outcomes, and reporting frameworks.
 - Lead program reviews and quality assurance initiatives to ensure effectiveness and sustainability.
 - Oversee the collection, analysis, and reporting of program and service data.
- **Financial Stewardship**
 - Develop and manage departmental budgets, funding agreements, forecasts, and financial reports.
 - Ensure responsible stewardship of financial resources and compliance with funding requirements.
 - Monitor expenditures and implement appropriate controls to manage operational costs.
 - Identify and pursue new funding opportunities, partnerships, and program investments.
 - Prepare business cases, proposals, and reports to support service expansion and innovation.
- **Leadership and Human Resource Management**
 - Provide leadership, guidance, mentorship, and supervision to managers, supervisors, and staff.
 - Recruit, develop, and retain a highly skilled and culturally competent workforce.
 - Establish performance expectations and evaluate employee performance.
 - Support succession planning, professional development, and workforce capacity-building.
 - Foster a collaborative, respectful, and high-performing team environment.
 - Lead change management initiatives and support organizational growth and transformation.
- **Community Engagement and Partnership Development**
 - Collaborate with Elders, Knowledge Keepers, families, youth, and community members to ensure services reflect community values and priorities.
 - Build and maintain effective working relationships with Indigenous organizations, government agencies, community service providers, educational institutions, health systems, and external stakeholders.
 - Represent the organization in regional, provincial, and national forums related to child and family services.
 - Advocate for community needs and promote integrated service delivery models.
 - Facilitate collaboration among internal departments and external partners to improve outcomes for children and families.
- **Quality Assurance and Risk Management**



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- Ensure services meet professional, ethical, legal, and accreditation requirements.
- Implement risk management strategies and quality assurance processes.
- Monitor service outcomes and organizational performance through audits, reviews, and assessments.
- Oversee case management practices and ensure documentation meets professional and legal standards.
- Address operational challenges and implement evidence-informed solutions.

QUALIFICATIONS

Education

- Master's Degree in Social Work (MSW), Indigenous Social Work, Human Services, Public Administration, Community Development, or a related discipline is preferred.
- A Bachelor's Degree in Social Work combined with significant senior leadership experience may be considered.
- Registered Social Worker designation is considered an asset.
- Only candidates with the necessary education and experience requirements will be considered

Experience

- Minimum three (3) to five (5) years of progressively responsible experience in Child and Family Services, First Nations social services, or a related human services field. Note, special consideration will be given to candidates with a strong understanding of Dakota Culture and Values.
- Minimum three (3) years of senior leadership experience overseeing multiple programs, teams, and budgets.
- Demonstrated experience in child protection, prevention, family support, and community development.
- Experience working with governance structures, leadership, community engagement, and funding agencies.
- Experience managing large budgets, contracts, funding agreements, and strategic initiatives.

ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

APPLICATION PROCESS

Submit a cover letter and resume by email to: employment@whitecapdakota.com

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.