



**Siksika Family Services Corporation**  
**WALKING THE WOLF TRAIL**  
**OUTREACH MANAGER**  
**OFF-RESERVE**



Permanent Full-Time

Closing Date: OPEN until position is filled.  
01/2025

**GENERAL STATEMENT OF POSITION:**

The off-reserve Outreach Walking the Wolf Trail Manager will help set up a new cultural reconnection outreach unit, which has been operating for just over a year. This manager is responsible for various administrative tasks, including fieldwork, workshop delivery, cultural knowledge, and other programming, as needed. This is a very practical program. The Off-Reserve Outreach Program Manager will directly supervise the outreach team, providing necessary resources to achieve program goals—engagement, navigation, and support for vulnerable populations. The Outreach Manager will partner with SFSC and/or Siksika Nation to support Siksika's program needs, collaborate and connect with the on-reserve WTWT team and urban outreach teams, and help where needed to services and resources both on and off reserve. They need to know they still belong to Siksika Nation and are not forgotten. Understanding the need to walk homeless relations by guiding them in “connecting the dots” to build healthier lifestyles, support systems, and quality of life is what Walking the Wolf Trail does.

**REPORTS TO: CEO/CFO**

**DUTIES AND RESPONSIBILITIES:**

- Project Management responsibilities that include implementing the outreach delivery workplan and follow the off-reserve framework by recognizing, understanding, and assessing the target vulnerable population homeless relations to develop specific collaborative partnerships, services, and resources needed
- Producing PPT presentations, monthly & quarterly reports as requesting to demonstrating initiative's benefits, activities, needs, and growth for Social Development Executive Director and other interested parties and/or stakeholders such as other Community Programs, EMT, SFSC Board of Directors, or potential funders.
- Development of Data system or continue Data system in place for the collection of pertinent data on activities by WTWT and being able to provide feedback to the Siksika Social Development Executive Director and other stakeholder on WTWT off reserve program.
- Develop of program Strategic Plans and/or Business & Operational Plans, implement developed basic Policy & Procedures, and Quarterly reports as requested.
- Observing current events and trends to learn potential opportunities for funding, or collaborations by building relationships with funders or potential funders
- Proposal development, apply for funding (operational & capital), and Budget development & management. Tracking of finances for the program.
- Establish all planned outreach events, activities or programs with the lead outreach and other staff as needed.
- An understanding active Indigenous Cultural knowledge, participation, and make both cultural and contemporary services and resources on behalf of the homeless.
- Perform basic HR Administrative duties of creating job descriptions, filling out forms, and identifying capacity building needs, to support Outreach Teams, and review all team members timecards through the ADP system, monitoring team on ADP system that include payroll approval, time off, etc.
- Orientation of new staff & volunteers supporting the organization's outreach competency and engaging by help them understand and promote the outreach initiatives.
- Ensure the purchase of needed supplies and work & respectfully with assigned APV Clerk to be timely with finance processes timely as per appointed financial submission dates.
- Increase community awareness and engagement and ability to multi-task to be responsible to ensure the mobile outreach understands their boundaries to serve the homeless and refer them to services and other resources as needed. Teach the outreach team the limitations and boundaries of whom we serve.
- Other duties as required and requested. (please email [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com) for full job description!)

**EDUCATION AND EXPERIENCE:**

- Minimum five years' direct work experience working with vulnerable homeless population or diploma/degree in related Human Services with minimum 3 years direct work experience with the vulnerable homeless population.
- Clear Drivers Abstract
- CPR/First Aid
- Ability to pass CWIS and Police Vulnerable Checks
- Good Oral & Written communications skills

Resumes and cover letters should be emailed to [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com)

Please quote **Job Title** on your cover letter.

**IMPORTANT:** All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

**We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.**