



Unlimited Potential

community services

Unlimited Potential Community Services empowers individuals and families to reach their full potential and enhance community well-being.

FULL-TIME MANAGER OF INDIGENOUS RESOURCES (6-Month Term)

Edmonton/Stony Plain, AB

Applicants must identify as First Nations, Inuit, or Metis

Unlimited Potential Community Services (UP) is a non-profit charitable society that has been providing quality support and treatment since 1987. Our goal is to restore stability and hope in the lives of children, youth, adults, and families so they can achieve personal independence and family unity. UP believes cultural tradition is an important part of the healing process and we incorporate the culture and traditions of the individuals we support wherever possible. UP invites applicants who are passionate about providing quality support to our children, youth and families through a culturally sensitive approach.

Program Overview: Our Indigenous Resources are designed to provide a holistic approach in working with children and families. We recognize the need for children, individuals and families to be connected to their culture and maintain ties to their family, community and ancestors.

Position Overview: Reporting to the Director of Indigenous Resources, the Manager of Indigenous Resources will be responsible for supervision of our culturally enhanced programming. They will play a key role in developing and implementing culturally appropriate wellness options/supports within the Edmonton and Stony Plain regions. Supervision of our Indigenous Engagement Specialists and guided day-to-day operations of our Indigenous Resource Department.

Note: This is a full-time, 6-month term contract ending September 30, 2026.

The Ideal Candidate will possess:

- Knowledge and understanding of Indigenous cultures, customs and beliefs;
- Facilitate Training and raise awareness and cultural opportunities for children, youth, families and staff;
- Understanding of current and emerging issues of importance to Indigenous people and communities;
- Knowledge of Indigenous language(s) will be a definite asset;
- Good understanding of health issues affecting youth and adults, such as FASD, drug and alcohol addictions, intergenerational trauma, mental health, suicide and other behavioural issues;
- Excellent understanding of cultural differences and how they impact wellness approaches for children and youth;
- Excellent verbal and written communication skills with proven organizational and documentation skills;
- Previous experience working with children, youth and families would be a definite asset; (may include a small caseload);
- Willing to work flexible hours that meet the needs of the children and families (**may include some evenings and weekends**);
- Ensures cultural support services are delivered with excellence and transparency in accordance with our agency's philosophies, procedures, guidelines, protocols and Provincial legislation regulations and standards.

Qualifications/Experience: A diploma/degree in Indigenous Studies or Human Services disciplines would be an asset (*if education is in Social Work, must be registered Social Worker with the Alberta College of Social Workers*); however, a combination of formal and/or informal training will be considered. **Minimum 3-5 years of supervisory experience combined with considerable experience in cultural programming is required.**

Other Requirements: A current, clear Police Information Check (vulnerable sector included) and Child Intervention Record Check, both dated within the last 6 months. A valid AB driver's licence (minimum class 5), current driver's abstract (no more than 8 demerits) and a reliable vehicle insured with a third-party liability amount of \$2 million dollars.

Salary & Benefits: \$62,947.00 – \$78,442.00 annually (commensurate with experience). 4-weeks' vacation accrual to start; extra week added after 2 years. We provide full-time employees with a 100% employer paid health benefits package (which includes vision, dental and prescription drug coverage, massage therapy, etc.) and a 100% employer paid R.R.S.P. equaling 5% of annual salary. We also offer free courses and workshops in-house for all of our employees.

Closing Date: Open until suitable candidate found.

Our values are *integrity, respect, excellence, humility* and *relationships*. If you meet the entrance criteria, hold similar values and are looking to join a dynamic team that works diligently to empower and support children, youth and families, please submit your Resume and Cover Letter to Human Resources at opportunities@upcs.org.

UP is an equal opportunity employer and is committed to building a safe, inclusive environment for people of all cultures and backgrounds; all qualified candidates are encouraged to apply.

We thank all applicants for their interest; however, only those applicants under consideration will be contacted.