



PEEPEEKISIS CREE NATION No. 81
P.O. Box 518 • Balcarres, Sk• S0G 0C0
Phone: (306) 334-2573 • Fax: (306) 334-2880



Employment Opportunity

Director of Child and Family Services

Position	Director of Child and Family Service	Location;	Peepeekisis Cree Nation
Date Posted	April 15, 2026	Date Closed	May 1, 2026
Reports to:	Chief Administrative Officer	Classification	Full-time
Department	Child and Family Services	Competition #	2026-04-15 - CFS

Job Summary:

Under the supervision of the Peepeekisis Cree Nation Chief Administrative Officer. The Director of Peepeekisis Child Family Services is responsible for overseeing the management, administration and delivery of all Peepeekisis Cree Nation Child and Family Services and Programs to ensure that the needs of the Peepeekisis Cree Nation members are met in a reasonable, effective, responsible and in an efficient manner. This position will be responsible for the overall planning, directing, leading and monitoring of the program, services and financial operations of the Peepeekisis Cree Nation Child and Family Services.

Responsibilities will include, but not limited to:

Financial Management

- Lead and direct all administration and financial operations of Peepeekisis Family Services in accordance with Peepeekisis Cree Nation finance policy.
- Responsible for the submission of the annual budgets, quarterly budget reviews, and reporting on expenditures to stakeholders and the Finance department
- Authorizing expenditures as per Peepeekisis Cree Nation finance policy.
- Ensure policies and procedures are applied and enforced.
- Prepare and maintain program budgets to ensure financial management practices are conducted within relevant Peepeekisis Cree Nation finance policy and procedures.
- Responsible for overseeing and managing the funding agreements with all levels of government.

Personnel Management

- Manage and supervise Peepeekisis Child and Family Services personnel which includes annual performance reviews, professional development, hiring, disciplinary actions and termination.
- Recruitment and hiring of Peepeekisis Child and Family Services personnel in accordance with Peepeekisis Cree Nation policies and practices.
- Manage performance, coach, monitor and take corrective action as required with Peepeekisis Child and Family Services personnel.
- Manage, implement and align with the strategic planning of Peepeekisis Child and Family Services which will include all Peepeekisis Child and Family Services personnel and their annual work plans.
- Evaluate and report the effectiveness of administration, finance and member programs and delivery for Peepeekisis Child and Family Services.

Program and Service Delivery

- Comprehensive knowledge of relevant legislation, including child protection, labour, privacy, and human rights (Act Respecting First Nations, Inuit, Metis Youth and Families, Child and Family and Community Services Act and more)
- Oversees day-to-day operations of Prevention, First Nations Representative, and Capacity Building and future developed positions
- Ensure program funds are expended appropriately, and program budgets are managed in a responsible and ethical manner.



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Organizational Development

- The Director of Child and Family Services will be responsible for developing its own legislation laws under Bill C-92 to become its own entity.
- Strong negotiation abilities, informed about Federal and Provincial initiatives in relation to First Nation Agencies.
- The Director of Child and Family Services will be responsible for managing and maintaining the relationship between the Ministry, Peepeekisis Child and Family Services and Peepeekisis Cree Nation to ensure fair and equitable services are provided for the community.
- The Director of Child and Family Service will be responsible for the development, implementation, maintenance and coordination of the Peepeekisis Child and Family Services strategic plan.
- Responsible for reporting to the Chief Administrative officer, Chief and Council of Peepeekisis Cree Nation.

Knowledge, Skills & Competencies:

- Must possess a Bachelor's Degree in Social Work, Business Administration, Commerce or an equivalent combination of experience and training.
- A Master's degree would be considered an asset.
- Must be willing to travel, possess a valid driver's license and reliable vehicle.
- Must submit a current Criminal Record Check and Vulnerable Sector Check.
- Must be a team player who demonstrates strong leadership skills and capabilities.
- Must have an understanding of the social and cultural issues within a First Nation community.
- Must possess and maintain CPR/First Aide certification.

DEADLINE: Friday May 1st, 2026

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

Attention: Human Resource Manager
selena.dieter@peepeekisis.com
phone: 306-334-2573 Fax: 306-334-2280

Only those selected for an interview will be contacted.

We thank all those that apply, however, only those that are selected for an interview will be contacted. Peepeekisis Cree Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.