



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Children's Coordinator

Piapot Family Shelter Inc. is seeking a compassionate, energetic, and dedicated Children's Coordinator to join our founding team.

Located on Piapot First Nation, Piapot Family Shelter Inc. is a newly established emergency shelter that provides a safe, supportive, trauma-informed, and culturally grounded environment for individuals and families experiencing violence.

The shelter is committed to promoting safety, healing, empowerment, cultural connection, and long-term wellbeing. Through individualized support, meaningful programming, community partnerships, and culturally responsive services, the shelter works alongside residents as they move toward safety, stability, healing, and self-determination.

As a member of the shelter team, the Children's Coordinator will play an essential role in supporting the emotional wellbeing, safety, healthy development, and resilience of children and youth residing in the shelter. This position offers a unique opportunity to help build a new organization while making a meaningful difference in the lives of children and families.

Why Join Our Team?

Joining Piapot Family Shelter Inc. means becoming part of a team committed to supporting individuals and families while helping build a new organization from the ground up.

As a member of our founding team, you will have the opportunity to:

- Help shape programs, services, and organizational culture
- Make a meaningful difference in the lives of children and families
- Work within a supportive, collaborative, and trauma-informed environment
- Participate in ongoing training, mentorship, and professional development
- Contribute to a culturally grounded and community-focused organization
- Build strong relationships with residents, families, community partners, and service providers

Position Summary

The Children's Coordinator is responsible for the development and delivery of services, supports, and programming for children and youth residing at Piapot Family Shelter Inc.

Working within a trauma-informed, child-centred, and strengths-based framework, the Children's Coordinator provides direct one-on-one support to children and youth affected by family violence, crisis, displacement, and other adverse experiences. The position supports emotional wellbeing, healthy development, resilience, and positive family relationships while helping children feel safe, connected, and supported during their stay at the shelter.



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The Children's Coordinator works closely with caregivers, Support Workers, the Group Program Coordinator, the Cultural Coordinator, schools, service providers, and community agencies to ensure children and youth have access to meaningful supports and opportunities for growth. The position combines direct support, advocacy, program development, group facilitation, and community collaboration to create a safe and nurturing environment where children can thrive.

Key Responsibilities

Individual Support and Advocacy

- Build positive, supportive, and trusting relationships with children and youth residing in the shelter.
- Provide emotional support, mentorship, encouragement, and guidance.
- Assist children and youth in identifying strengths, interests, and personal goals.
- Support children in adjusting to shelter living and transitions.
- Advocate for the needs and interests of children and youth.
- Support children and youth in developing healthy coping strategies and positive relationships.
- Identify concerns related to safety, wellbeing, development, or mental health and assist families in accessing appropriate supports.

Children's Programming and Activities

- Develop, coordinate, and facilitate age-appropriate recreational, educational, cultural, and developmental activities.
- Create opportunities that promote learning, creativity, recreation, social connection, and emotional wellbeing.
- Plan and facilitate children's groups, special events, and family-focused activities.
- Support participation in cultural programming, recreational opportunities, and community events.
- Adapt programming to meet the diverse needs, interests, abilities, and developmental stages of participants.
- Work collaboratively with the Group Program Coordinator and Cultural Coordinator to support integrated programming opportunities.

Safety Planning and Trauma-Informed Care

- Support children's involvement in safety planning where appropriate.
- Recognize and respond to trauma-related behaviours and concerns.
- Utilize trauma-informed approaches in all interactions and interventions.
- Assist children and youth in understanding and managing emotions in healthy ways.
- Work collaboratively with shelter staff to support child and family safety.
- Respond appropriately to crises, disclosures, and incidents involving children and youth.
- Follow all shelter policies related to child safety, critical incidents, confidentiality, and documentation.



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Family Support and Collaboration

- Support caregivers in understanding and responding to children's needs.
- Provide information and guidance related to child development, behaviour, and wellbeing.
- Promote positive family relationships and healthy communication.
- Assist families in accessing parenting supports and community resources.
- Encourage family participation in shelter activities and programming.
- Collaborate with other shelter staff to ensure coordinated service delivery and support planning.

Education and Community Connections

- Liaise with schools, childcare providers, recreation programs, and community agencies.
- Support continuity of education whenever possible.
- Assist families in accessing services and supports for children and youth.
- Build positive relationships with community partners and service providers.
- Coordinate referrals and follow-up activities when required.
- Advocate for children's access to educational, recreational, health, and social services.

Documentation and Reporting

- Maintain accurate, confidential, and timely documentation.
- Complete case notes, referrals, reports, and other required records.
- Document resident interactions and service outcomes.
- Participate in data collection, evaluation, and reporting activities.
- Ensure records are maintained in accordance with shelter policies and privacy requirements.
- Contribute information required for organizational and funder reporting.

Collaboration and Teamwork

- Work collaboratively with Support Workers, the Group Program Coordinator, Cultural Coordinator, and Executive Director.
- Participate in team meetings, case consultations, supervision, and training opportunities.
- Support integrated service delivery and coordinated resident support.
- Build positive working relationships with community partners and service providers.
- Contribute to a respectful, supportive, and collaborative workplace culture.
- Support organizational initiatives, special events, and community engagement activities as required.

Qualifications

- Diploma or degree in Child and Youth Care, Education, Social Work, Social Services, Psychology, Early Childhood Education, or a related field.
- Experience working with children and youth impacted by trauma, violence, family disruption, or other complex challenges.
- Knowledge of child development, attachment, and trauma-informed practice.
- Experience facilitating children's groups, recreational activities, or educational programming is considered an asset.



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- Strong communication, facilitation, and relationship-building skills.
- Ability to work independently and as part of a multidisciplinary team.
- Knowledge of community resources and services available to children and families is considered an asset.
- Valid Class 5 Driver's Licence and reliable transportation.
- Criminal Record Check and Vulnerable Sector Check required.

Employment Status

Full-Time Position

Work schedule will be determined in consultation with the successful applicant based on shelter programming needs and operational requirements.

Compensation

Starting wage: **\$23.00–\$25.00 per hour**, based on qualifications and experience.
Benefits and pension plan available for full-time positions, as well as training, mentorship, and professional development opportunities.

How to Apply

Please submit your cover letter and resume to:
bodpfs@gmail.com

Closing Date: **July 8, 2026**

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