



# ASSISTANT RECRUITER

Human Resources



The Assistant Recruiter provides administrative and coordination support throughout the full recruitment lifecycle to ensure organized, compliant, and efficient hiring processes.

## Key Highlights:

- Full-Time Position
- Support job postings and monitor competition timelines
- Coordinate and schedule interviews, including candidate communication
- Prepare physical and digital interview materials
- Maintain accurate, confidential recruitment files and documentation
- Update recruitment tracking tools and records
- Assist in process improvement efforts

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Assistant Recruiter - REF#2602-03” in the subject line by March 4, 2026, at 11:59 PM MST

## Requirements:

- High School Diploma or GED (CAEC)
- Post-Secondary Education in Human Resources, Business Administration is an asset.
- Experience in administrative support roles
- Strong organizational and communication skills
- Ability to maintain confidentiality
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Oath of Confidentiality

**\*\*Tsuut'ina Citizens Only\*\***



# EXECUTIVE ASSISTANT

Off Reserve Residency



The Executive Assistant provides high-level administrative, coordination, and records support to ensure efficient and professional program operations.

## Key Highlights:

- Full-Time position
- Provides administrative and office support
- Coordinates correspondence, records, and confidential files
- Supports scheduling, reporting, and program documentation
- Acts as a key point of contact for internal and external stakeholders

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Executive Assistant REF#2601-24” in the subject line by March 8, 2026, at 11:59 PM MST

## Requirements:

- High School Diploma or GED (post-secondary education in office administration is an asset)
- Significant administrative or executive support experience
- Strong organization, communication, and interpersonal, and confidentiality skills
- Proficiency in Microsoft Office
- Valid Driver’s License, and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check.



# RECREATION DIRECTOR

## Tsuut'ina Recreation



Leads the strategic development and delivery of recreation programs to promote community wellness and engagement.

### Key Highlights:

- Full-Time Position
- Develops and implements long-term recreation plans aligned with Nation priorities
- Oversees cultural, athletic, and community programming initiatives
- Secures funding through research and proposal development
- Supervises recreation staff and volunteers
- Manages budgets, reporting, and program compliance

### To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Recreation Director - REF#2602-04" in the subject line by March 10, 2026 at 11:59 PM MST.

### Requirements:

- High School Diploma or GED (CAEC) is required
- Post-Secondary in Recreation or Management is an asset
- Strong leadership, program planning, and community engagement experience
- Budget management, and reporting skills
- First Aid/CPR certification
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check



# INCOME SUPPORT CASEWORKER

## Income Support



Provides intake, eligibility determination, and case management services to support clients accessing on-reserve Income Support benefits.

### Key Highlights:

- Full-Time Position
- Conducts client interviews and determines Income Support eligibility
- Develops individualized case plans and monitors client progress
- Completes budget and decision documentation in accordance with policy
- Utilizes XYNTAX software to process financial supports
- Collaborates with community agencies and stakeholders

### To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Income Support Caseworker - REF#2603-01" in the subject line by **March 13, 2026, at 11:59 PM MST**

### Requirements:

- Post-Secondary Education in Social Work or;
- Three (3) years of related work experience
- Knowledge of client assessment and case planning practices
- Ability to work professionally in high-pressure situations
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check



# GENERALIST

Tsuut'ina Nation Child and Family Services Society



Supports the safety and well-being of children and families through culturally grounded, trauma-informed child intervention practice.

## Key Highlights:

- Works directly with children, youth, and families to support safety and well-being
- Develops and manages case plans using Signs of Safety and Casework Practice Models
- Collaborates with families, community partners, and service providers
- Participates in case conferences, family meetings, and court proceedings
- Contributes to community collaboration and on-call rotation

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Generalist – REF#2603-02” in the subject line by March 13, 2026, at 11:59 PM MST

## Requirements:

- Bachelor of Social Work (BSW) required
- Master of Social Work (MSW) is an asset
- Delegation Certification Training required
- Experience working with children and families
- Strong assessment, case planning, and documentation skills
- Valid Driver's License, and reliable transportation
- Child Intervention Check, and Criminal Record Check