

Eelünaapéewi Lahkéewiit

Wiingu-néewEénda-Lunaapeewáhkiing -Welcome to the land of the Delaware's

**Regular Council Meeting** 

(Open Meeting)

## DATE: Tuesday April 18th, 2023

TIME: 6:00 p.m.

PLACE: Delaware Nation Community Centre Open to Eelŭnaapéewi Lahkéewiit members.

\*\*News Items Due: <u>Monday April 3<sup>rd</sup>, 2023 by 4:00pm</u> Next Publication Distributed: <u>Wednesday April 5<sup>th</sup>, 2023</u>



EELŬNAAPÉEWI LAHKÉEWIIT COMMUNITY RESPECT THE LIMIT





## Eelünaapéewi Lahkéewiit Child Welfare Working Group

Child & Family Welfare Program - Community Feast

Monday, March 27<sup>th</sup>, 2023 Eelünaapéewi Lahkéewiit Community Centre

5:00pm - Roast Beef Feast 6:00pm-8:00pm - Community Vision Exercise

Please join us for this community visioning exercise!

This is part of community building for our Child & Family Welfare Program

Facilitated by Bryan Loucks of Naugon Associates

Complete surveys and receive a gift card for groceries There will also be a grand prize draw for an iPad Mini!





The Delaware Nation is now accepting letters of application for the following positions:

Deputy Returning Officer (DRO)
 Poll Clerk (PC)

This is a 24-month term. Applicants must be eighteen (18) years of age or older.

Please submit letter of application to the Interim Director of Operations, no later than 4:00 p.m. on <u>Friday</u>, March 24<u>th</u>, 2023 at the Eelŭnaapéewi Lahkéewiit Administration Office.

## **PUBLIC MEETING**

To select Deputy Returning Officer and Poll Clerk

Date: March 30th, 2023

Time: 7:00 p.m.

Location: Eelŭnaapéewi Lahkéewiit

**Community Centre** 

## MARK YOUR CALENDARS DATES TO REMEMBER:

**April 06** – Easter Egg Hunt Please watch for Flyer.

May 03, 2023 – Eelŭnaapéewi Lahkéewiit Departments information Session 2-6pm – community centre. Each department will set up an information booth and be available for questions More details to follow.

**June 09**, **2023** – Les Timothy Annual Golf Tournament – Wardsville golf course. Flyer will be available at a later date.

**June 21, 2023** – National Indigenous Peoples Day – Fireworks Display More details to follow.

**September 01, 2023** – Fall Fair More details to follow.



## Eelŭnaapéewi Lahkéewiit (Delaware Nation)

## **Gaming Revenue Meeting:**

- DATE: Saturday, April 01, 2023
- TIME: 9:00 a.m.
- **PLACE: Community Centre**

**Open to Eelŭnaapéewi Lahkéewiit members** 

## Eelŭnaapéewi Lahkéewiit (Delaware Nation)

## **General Council Meeting:**

DATE: SATURDAY, APRIL 15, 2023 TIME: 9:00 a.m. LOCATION: Community Centre

If you have an Agenda item, please submit your written request to the Executive Assistant/Interim Director of Operations @Delaware Nation Administration office, by MARCH 24th, 2023.

Open to Eelŭnaapéewi Lahkéewiit members

Anushiik.



Location: Location: Eelŭnaapéewi Lahkéewiit Early Learning Centre 14762 School House Line R. R. #3 Thamesville, Ontario NOP 2K0

Industry Early Childhood Education

Job Status: 35 hours per week

Salary Range: \$21-\$25.00 Dependent on qualifications and experience

## **Closing Date:**

April 6, 2023 4:00pm

## Eelŭnaapéewi Lahkéewiit Job Posting Early Childhood Educator Job Description

**POSITION REPORTS TO:** The Early Childhood Educator shall be under the supervision of the Eelŭnaapéewi Lahkéewiit Early Learning Centre Director.

**Summary of Position**: The Early Childhood Educator will ensure the development and provision of a high quality, wholistic, culturally relevant and individual educational program. The Early childhood Educator will support and assist in all program service areas of the Eelŭnaapéewi Lahkéewiit Early Learning Centre

### **Program Delivery**

-Plans, implements and coordinates classroom activities

-Responsible for classroom management and instruction

-To provide for the safety and well being of the children during both on and offsite activities promoting the six components of Head Start

-Involves all staff in classroom operations by planning activities for individual children and groups according to the child's developmental level

-creating and planning activities for individual children and groups according to the child's developmental level in accordance with "How Does learning Happen?"

-Maintain regulated and required documentation, reporting and record keeping

-Conduct monthly fire drills

-To organize space, equipment and materials to allow child experiences

-Complete daily playground inspections

-Any other relevant duties as assigned by the Eelŭnaapéewi Lahkéewiit Early Learning Centre Director

## Administrative

-Develop and monitor an annual work plan and calendar
-Maintain active, accurate and confidential filing system
-To ensure daily recording of names, ages and parent/caregivers name, and making note of any special needs; e.g. developmental assessments, allergies, dietary concerns or other relevant matters.

-Designs learning activities utilizing the High Scope curriculum and assessment tool as well as other available resources.

-Attend meetings and training as requested by the Early Learning Centre Director

-Reports and documents parent concerns or critical incidents concerning the Early Learning Centre to the Early Learning Centre Director.

-Is aware of and adheres to the current policies and procedures of the Early Learning Centre Program, as well as be familiar with the Child Care and Early Years Act.

-Submit regular reports and maintain licensing requirements to the Director and complete any other reporting as required by funding and licensing sources.

### QUALIFICATIONS

-Early Childhood Education Diploma from an accredited post-secondary institution
-Registered member of the College of Early Childhood Educators and in good standing
-Experience working with Aboriginal children and their parents
-Knowledge of the Lunaapeew Language and Culture would be an asset
-High Scope or Resource Teacher would be an asset.
-Strong interpersonal skills, excellent planning skills, excellent oral and written
communication skills
-Must be computer literate
-Knowledge of the Aboriginal Head Start Initiative and its components
-Knowledge of "How Does Learning Happen?" Ontario's Pedagogy for the Early Years is preferable
-Ability to work cooperatively in a team approach and maintain confidentiality
-Must be willing to take training as needed
-Must possess Ontario driver's license
-Must provide copy of recent criminal reference check with vulnerable sector search

- -Medical Certificate and First Aid/CPR due upon employment
- Up to date immunization and records including COVID-19

### **TERMS OF POSITION**

Employment Term:	Full-time, 35 hours per week, One year Contract.
<u>Salary</u> :	Commensurate with qualifications and/or experience
<u>Hours of Work</u> :	Daily from 8:30 am to 4:30 pm (flexible hours required)

## **CLOSING DATE FOR APPLICATIONS**

Interested candidates, please submit a **Cover Letter, Resume, and 3 references (2 work related & 1 personal)** to:

Cathy Stonefish: Interim Director of Operations Eelŭnaapéewi Lahkéewiit Administration Office 14760 School House Line, Thamesville, Ontario NOP 2K0

## Marked: CONFIDENTIAL - Early Childhood Educator - Early Learning

## By: April 6, 2023 @ 4:00 p.m.

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelŭnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.



### Job Summary

Location: Eelŭnaapéewi Lahkéewiit Child Family Services 22359 Austin Line R. R. #3 Bothwell, Ontario NOP 1C0

Industry

Job Status: Full Time 35 hours per week Flexible hours will be required

Salary: TBD

## **Closing Date:**

April 6<sup>th</sup> 2023 4:00pm

## Eelŭnaapéewi Lahkéewiit Job Posting

'Customary Care Worker'

**Job Description** 

## **SUMMARY OF DUTIES:**

Customary Care worker provides direct services to caregivers/guardians of children involved in Child Protection Matters. Customary Caregiver is responsible to ensure the caregivers/guardians have information needed to make informed decisions regarding interactions with Services Customary Care workers are responsible for ensuring that the children's' needs are met Customary Care Works will provide or refer caregivers/guardians to relevant community services Customary Caregivers will ensure children remain connected to the community in accordance with our customs, traditions and heritage.

### SUPERVISION:

For daily operations of the program, worker will be under the direct supervision of the Site Manager/ Child Advocate.

## **Responsibilities (INCLUDED BUT NOT BE LIMITED TO):**

- Engage in facilitation and promotion of Customary Care homes, safe homes, respite homes, kinship homes and Foster homes including recruitment, retention and advocacy
- Ensure child welfare agencies are accompanied and consultations are completed and adhered to regarding placements of children, Plans of Care and attendance in home and other places as required.
- Assist caregivers/ guardians in strengthening their skills in area of need, make referrals and attend appointments as needed.
- Liaison with other services/ programs to arrange for needs of clients and to prepare Eelŭnaapéewi Lahkéewiit based plans as required that will ensure the clients connection to community.
- Advocacy and promotion of Eelŭnaapéewi Lahkéewiit family values and community services.

• Research and maintain up to date knowledge with provincial, federal and other countries legislation, case law, criminal, family court, privacy as well as other Nations Family Wellbeing laws.

- Develop and provide community Education on current practice and developments in area, as needed to help make informed decisions and have understanding of process and supports available.
- Complete required reports to leadership and funding sources, including preparing of documents needed to apply for new funding when available.
- Record and maintain necessary stats and make recommendations for program improvements and accountability.
- Maintain accurate records including case notes and a filing system.
- Preform case management, coordination of services with other providers and work with other communities and Nations in best interests of community and families.
- Engage with families and community to build a positive working relationship
- Attend when necessary to supervise access between children and extended family to support connection.
- Recognize and understand the historical impact of colonization and the associated trauma on individuals, families, communities and Nations.
- Establish and maintain an active working relationship with all Child & Family Service Agencies and other First Nation Band Representative/ Child Advocates.
- Participate in Personal and Professional activities including creating a plan for self-care and participate staff training, meetings and community events.

## **QUALIFICATIONS:**

- Post Secondary Diploma in Social work, Social Science or related field
- Minimum 2 years experience working in the Social Service Field
- Knowledge of Child Youth and Family Services Act and C-92, Federal legislation, as well as other related laws and acts associated with field.
- Knowledge of court proceeding involving Indigenous Children and Family Matters
- Knowledge of Customary Care
- Willing to work flexible hours and travel with minimal notice
- Proficiency in MS Office applications, various software and internet
- Must provide valid license and own a vehicle, willingness to obtain necessary insurance and necessary liability.
- Excellent written and oral communication including public speaking.
- Crisis intervention, negotiation and ability to work in stressful situations
- Strong demonstration of negotiation skills and advocacy
- Knowledge of community services and cultural practice.
- Excellent written and oral communication including public speaking.
- Excellent interpersonal skills
- Successful candidate must submit Criminal Record Vulnerable Sector Check.

## **Terms of Position:**

Employment Term:	Full-time, 35 hours per week, One year Contract.
<u>Salary</u> :	Commensurate with qualifications and/or experience
Hours of Work:	Daily from 8:30 am to 4:30 pm (flexible hours required)

## **CLOSING DATE FOR APPLICATIONS:**

Interested candidates, please submit a Cover Letter, Résumé and three (3) References:

• Two (2) work related and one (1) character

Eelŭnaapéewi Lahkéewiit (Delaware Nation) Administration Office 14760 School House Line, R. R. #3 Thamesville, Ontario NOP 2K0

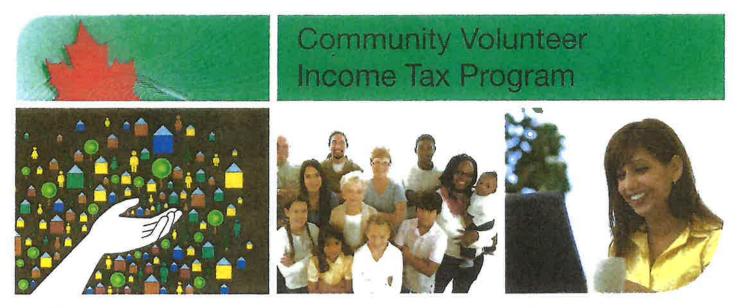
Marked: CONFIDENTIAL – "Customary Care Worker"

**Deadline:** April 6<sup>th</sup>, 2023 @ 4:00 pm

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelŭnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.



## Need a hand to prepare your tax return?

Volunteers can help you prepare your income tax and benefit return if you have low income and a simple tax situation. Volunteers are not employees or volunteers of the Canada Revenue Agency. Remember to bring all your tax slips and forms with you.

Tax clinic:

## **Income Tax Clinic**

## **Delaware Nation Employment & Training Center**

Tuesday March 21, 2023

&

Tuesday April 4., 2023

9-3:30 pm

**Closed for lunch 12-1** 

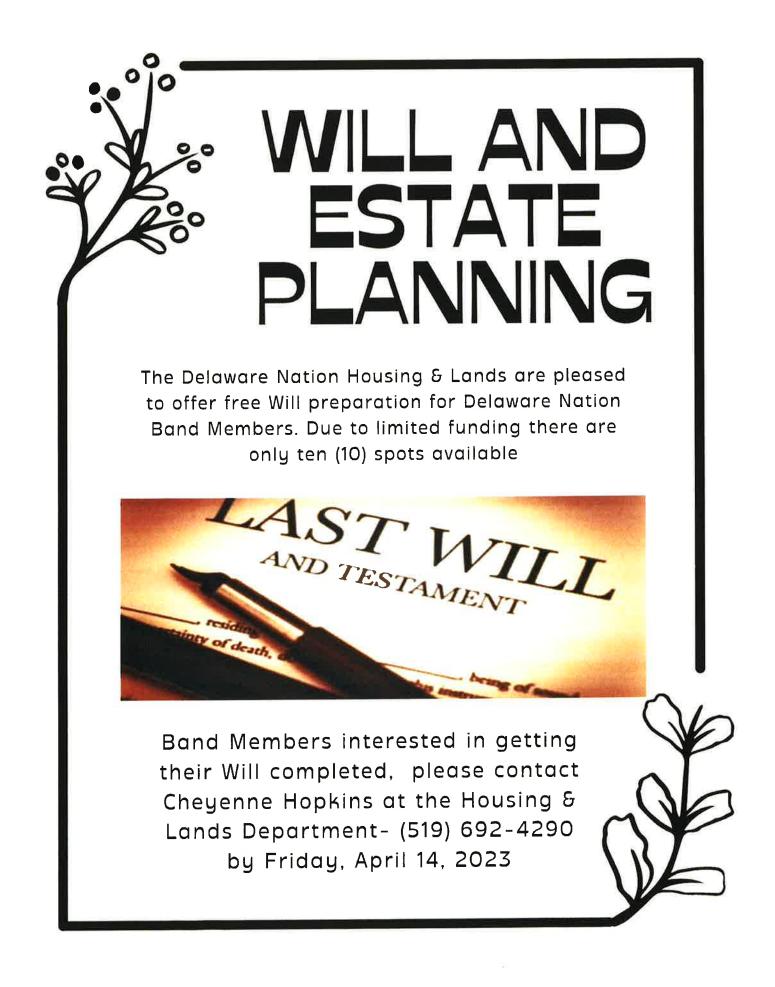
TIS50S(E) Rev. 12



www.cra.gc.ca/volunteer 1-800-959-8281







## **Love Your Future**

Test Preparation Upgrading for High School Credits & Online Learning Microsoft 365, Google Apps Emailing, Word Processing, Spreadsheets Math & Writing for Employment, Soft Skills Certification

Location: Employment & Training 14763 School House Line

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Hours: Every Wednesday 1pm – 4pm

Cost: Develop Skills for Success for Free

To start learning or ask questions, please call: Paula Carlisle OCT Monday to Friday 9am – 3pm 519-354-6100 ext. 5 paula.carlisle@lkdsb.net

Services will pause during March Break and resume on March22<sup>nd</sup>.





ARIO Ontario 🕅



Community Clean -Up Event From April 24-28/ 2023 9:00am – 4:00pm

Eelŭnaapéewi Lahkéewiit Public Works Department is set to hold another clean-up event.

Mandatory: The workers will only be picking up items that are at the end of their laneways.

Drop off will be allowed this Year. Proper paperwork to be handed into the Administration office.

Anúshiik, for your patience and understanding.

Anúshiik, PUBLIC WORKS DEPARTMENT



Delaware Nation Public Work Department

## **Large Appliance Removal**

## Mandatory – Only Items Placed at the End of the Laneway will be removed.

## <u>Please no wooden pallets or wood from old</u> <u>decking/steps. -these will not be picked up.</u>

Also, No Tires Please.

## \*Any items left in these appliances will not be picked up.

- Refrigerator -clean out
- Stove Stove
- Freezer -clean out
- □ Dishwasher
- $\Box$  Air conditioner
- Dehumidifiers
- □ Washers
- Dryers
- BBQ
- □ Other please specify \_\_\_\_\_
- Please ensure your appliances are outside your home for easy pick-up.
- > Ensure dogs are tied up or contained, for workers safety.
- Pick up times are: 9:00am-4:00pm

## ANUSHIIK, PUBLIC WORKS DEPARTMENT

## Large Appliance Removal

NAME:
911#:
CONTACT#:
<ul> <li>Refrigerator (MUST HAVE NO ITEMS INSIDE)</li> <li>Stove</li> <li>Freezer (MUST HAVE NO ITEMS INSIDE)</li> <li>Dishwasher</li> <li>Air conditioner</li> <li>Dehumidifiers</li> <li>Washers</li> <li>Dryers</li> <li>BBQ</li> <li>Other – please specify</li></ul>
Please ensure your appliances are outside your home for easy pick-up.
Ensure dogs are tied up or contained, for workers safety.
<ul><li>Pick up times are:</li><li>Between 9:00am-4:00pm</li></ul>

Please Donate Whenever Possible If it isn't broke, or worn out, consider donating your unwanted items to local charities, including Goodwill, Value Village, Salvation Army and St. Vincent de Paul



## *Rev. Joan Golden, Pastor can be reached at* **519-495-9383** *Rev. Phil Schuyler, Volunteer Associate Minister can be reached at* **519-245-5436**

Our prayers to the Creator are for healing and eradication of Covid 19 and the variants that are appearing. We pray for all those who continue their work to keep communities safe, for those who are doing further research and constant monitoring and all who continue to offer reassurance and comfort

## Sunday, March 26<sup>th</sup> 26<sup>th</sup> @ 9:30 Worship Service – Fifth Sunday of Lent

**Monday, February 27<sup>th</sup> 10:00 a.m. – 3:00 p.m.** Drop-in time for conversation, coffee, tea, snacks and lunch at 12:00 noon. A quilt is set up if you wish to quilt or bring a craft that you are working on. Everyone is welcome.

## Sunday, April 2<sup>nd</sup> @ 9:30 Palm Sunday Worship Service with the Sacrament of Holy Communion

**Monday, April 3<sup>rd</sup> 10:00 a.m. – 3:00 p.m.** Drop-in time for conversation, coffee, tea, snacks and lunch at 12:00 noon. A quilt is set up if you wish to quilt or bring a craft that you are working on. Everyone is welcome.

## Sunday, April 9<sup>th</sup> @ 9:30 Easter Worship Service



**Monday, April 10<sup>th</sup> 10:00 a.m. – 3:00 p.m.** Drop-in time for conversation, coffee, tea, snacks and lunch at 12:00 noon. A quilt is set up if you wish to quilt or bring a craft that you are working on. Everyone is welcome.

Please give Rev. Joan a call or text @ 519-495-9383 if you would be interested coming later in the day or evening to quilt on a Monday or during the day or on a Saturday. I realize that quilting during the day not be possible for everyone, we can arrange a time that will work for your schedule.

Please consider this an open invitation to come and experience quilting or to bring questions about quilting. **Everyone is welcome** 

## Hosted by: Indigenous Student Council & Indigenous Student Centre



Q Lambton College

## Thursday, April 6, 2023 11am to 3pm **Athletics & Fitness Centre**

## **FREE ADMISSION**

Head Female Dancer: Marie Cameron Head Male Dancer: Talon White-Eye Head Drum: Black River **Emcee: Danny Deleary** Arena Director: Ernest Walker

- Drums must register to attend
- First 50 dancers registered will receive honorarium
- Schools must register
- Feast to follow pow wow

SPECIAL: HAND DRUM CONTEST 1ST = \$300, 2ND = \$200, 3RD = \$100

## **INFORMATION / REGISTRATION**

Holly Altiman:

519-479-2383 | holly.altiman@lambtoncollege.ca

Doors Open – 10:00 am Grand Entry – 11:00 am

**EVERYONE WELCOME** 



Vendors - Food Booth - Participation Prizes - Information Booths



## **Call for Submissions**



The Lunaapeew Heritage Circle is looking for a logo to use for their Kiiloona Ktahkiihehna Project. This logo will be used to symbolize our community garden space in Eelunaapeewi Lahkeewiit. The logo will be used on all literature, social media, & swag to represent the garden.

Contest is open to all Eelunaapeewi Lahkeewiit community members. Please submit your creation in INK, as it will need to be digitized.

The winner will receive a \$50.00 prize and a mystery gift.

SUBMISSIONS DUE: FRIDAY, APRIL 14, 2023

Email submissions to: LunaapeewHC@gmail.com

The winner will be announced May 8, 2023.

For more info email us as LunaapeewHC@gmail.com

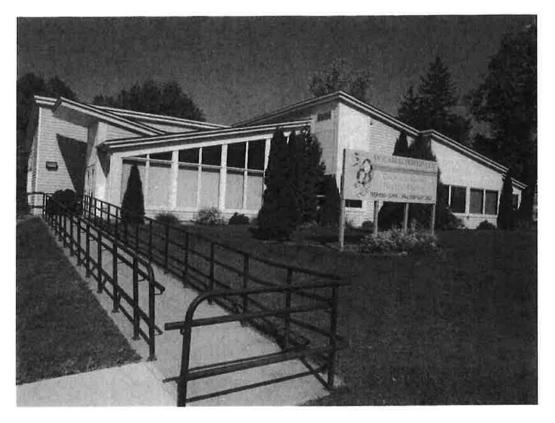
# SAVE THE DATE

Eelunaapeewi Lahkeewiit Second Annual Pride Parade

Date/Time: Saturday, June 17, 2023 Location: Delaware Nation Community Centre (14811 School House line) Details: To bring support and celebrate LGBTQIA+ Pride, so come on out and show your support.

## By Lunaapeew Pride

## **Wellness Checks**



If you are interested in receiving a wellness check telephone call please call the health centre at 519-692-3969 to leave your name and telephone number.

# Women's Group

A Peer Support Group For Women Living With A Mental Illness

## A safe space to gain support and a sense of empowerment

Topics Include: - Accepting Yourself

- Understanding Symptoms
- Resources for Women
- Relapse Prevention
- Menial Health Recovery
- Sugna
- Self-Esteem
- Goal Setting
- Relationships
- Communication

When: Every Tuesday from 1pm to 2pm Location: Mental Health Network of C-K (Hope House) 71 Raleigh Street, Chatham

> For more information please contact Jenny at tenny a mhnck.com or call (519) 351-3100



Mental Health Network of Chatham-Kent 71 Raleigh Street, Chatham, ON, N7M 2M9





Any questions or concerns please contact Kelley Noah Healing & Wellness Worker (519) 692-3969

# NENSERDIP

A Peer Support Group For Men Living With A Mental Illness When: Every Tuesday from 1pm to 2pm Location: Mental Health Network of C-K (Hope House) 71 Raleigh Street, Chatham, ON

A safe space for discussion, support and understanding around topics such as: self-identity, goal setting, communication, self-esteem, stigma, mental illnesses and relapse prevention.

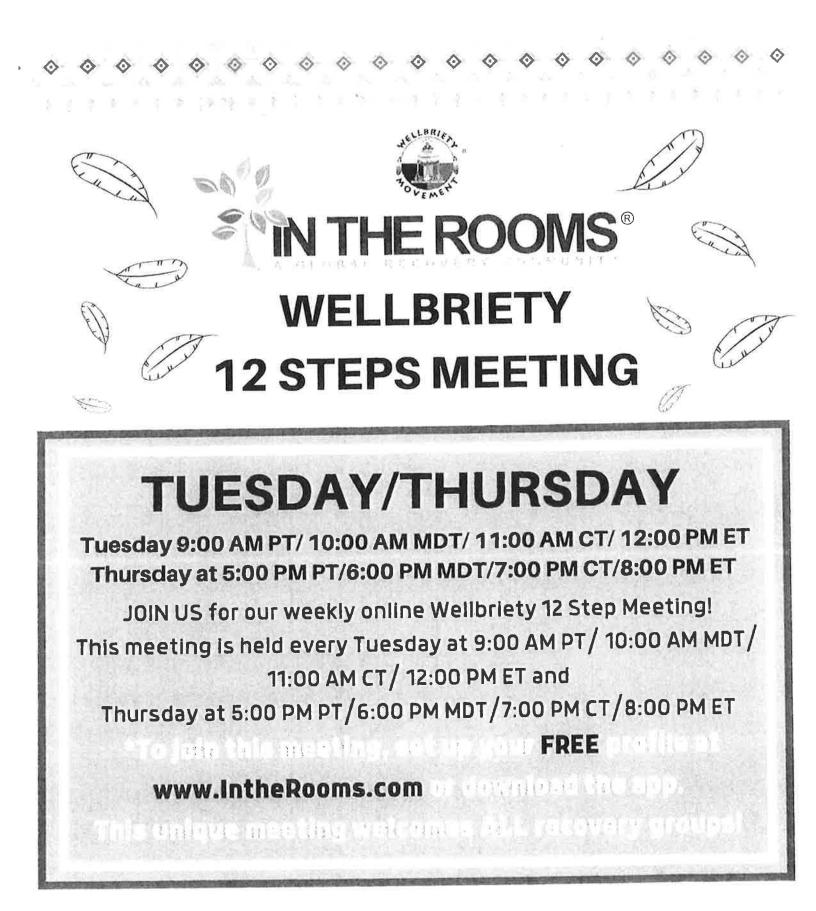
For more information please contact Jeff at jeff <u>mhnck.com</u> or call (519) 351-3100

> Mental Health Network of Chatham-Kent 71 Raleigh Street, Chatham, DN, N7M 2M9 (519) 351-3100

www.mhnck.com

Intario

Any questions or concerns please contact Kelley Noah Healing & Wellness Worker (519) 692-3969



If you have any questions, please contact info@whitebison.org or (719)548-1000

## Aromatherapy

## **Community Massages**

Tuesday, March 28th, 2023
 Wednesday, March 29th, 2023
 9:00AM-4:00PM
 Location: Health Centre

Call the DN Health Centre to book your spot. (519) 692-3969



## FOOD BANK

FRIDAY, APRIL 14, 2023

9:30PM - 12:00PM

DELAWARE NATION HEALTH CENTRE

\*\*IF YOU ARE UNABLE TO PICK UP ON THIS DATE, PLEASE CALL 519-692-3969 TO MAKE OTHER ARRANGEMENTS\*\*

\*\*\*PLEASE REMEMBER TO BRING YOUR GROCERY BAGS\*\*\*



## HARM REDUCTION OUTREACH

TUESDAY, MARCH 28, 2023

3:30PM-6:30PM

DELAWARE NATION COMMUNITY CENTRE

OUTREACH: INFORMATION ABOUT HARM REDUCTION SUPPLIES-DROP IN BOOTH

\*\*NALOXONE KITS AVAILABLE\*\*

PLEASE CALL THE DELAWARE NATION HEALTH CENTRE AT 519-692-3969 FOR MORE INFORMATION



# Natural DIY Workshop Series #1: Cleaning Products

In our society we use far too many chemicals that adversely affect our health and the health of our families. With rising prices and chemical cleaners making us sick we need to use a cheaper natural alternative. Come join us to make your own natural cleaning kit.

## April 5, 2023, 5-7 pm

## Family Wellness Building (behind community Centre)

To reserve your spot, call the Health Centre 519-692-3969 Between <u>Thursday March 23 and 30, 2023 at 4pm</u> Open to all Community/Residency Members



# BINGO NIGHT!

## Thursday, March 23rd, 2023

Light Meal @5:00-Bingo Star

Inc

Do

our Dabber!!

DATE COMING SU

## Sponsored by the DN Health Department

Made with PosterMyWall.com

# Youth Easter BAGS Friday, April 6th, 2023 0-18yrs.

Registration Deadline: Monday, April 3rd, 2023

Band Members/ Residency Pick Up Location: Health Centre 2:00pm-5:00pm

Call the Health Centre to register: (519) 692-3969

## **Egg Hunt** THURSDAY | APRIL 6, 2023 DOORS OPEN AT 5PM @ DN COMMUNITYCENTRE

**Eelūnaapéewi-Lahkéewiit** 

LIGHT MEAL PROVIDED

Sponsored by the DN Health Centre and Child and Family services

Made with PosterMyWall.com

5:30

PM

EG AGE GROUP

## **SENIORS CENTRE**

"Dates To Remember"

Wednesdays

10:00am-2:00pm

March 22<sup>nd</sup> – Chair Massage w Shelley Elijah

March 29<sup>th</sup> – Mandarin Lunch & Thrift Shopping (Bus leaves

@11:00am – Community Centre)

April 5<sup>th</sup> – Corn Husk Doll Making w Samantha Doxtator

April 12<sup>th</sup> – Diabetes Education with Gini Cook

April 19<sup>th</sup> – Chair Massage w Shelley Elijah

DN Seniors Program - Health Department



# COMMUNITY CENTRE OPEN GYM

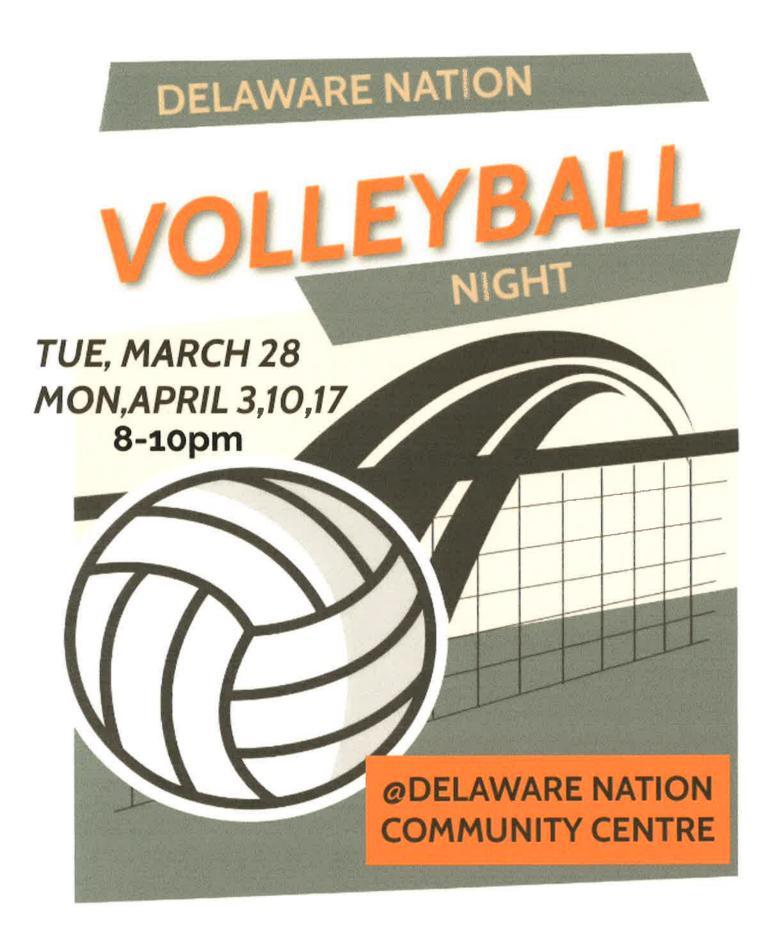
## Youth Ages 12-16yrs.

Tuesday, March 28<sup>th</sup>, 2023 Monday, April 3<sup>rd</sup>, 2023 Monday, April 17<sup>th</sup>, 2023

## Time: 5:30PM-7:30PM

## \*\*\*PLEASE BRING YOUR INDOOR SHOES\*\*\*







## MNAASGED CHILD AND FAMILY SERVICES (MCFS) EMPLOYMENT OPPORTUNITY – JORDAN'S PRINCIPLE NAVIGATOR – Revised Posting

### GENERAL DESCRIPTION

Under the Program and Services side of MCFS and reporting to the Jordan's Principle Supervisor, the Navigator will be working in a fast-paced environment focusing on application submissions to Indigenous Services Canada (ISC). The Navigator may coordinate and deliver outreach strategies, work internally with fellow staff, liaise with member Nation's designated teams and/or individuals and do intake of applications as assigned by the Supervisor.

### **RESPONSIBILITIES:**

### 1. Case Management

- Provide a collaborative, client driven system to guide children and their families through a comprehensive array of services.
- Support a child and family- centered approach to coordinating and connecting services
- 2. Intake, Assessment and Coordination
  - Help families navigate the health and social systems; and determine where and how services can be accessed
  - Complete, submit and monitor applications for Jordan's Principle

### 3. Outreach and Community Engagement

- Enhance awareness in communities of existing services and supports
- Build relationships with communities and collaborate with those providing existing communitybased services
- 4. Human Resources
  - Adhere to organizational policies, procedures, practices and standards

### 5. Financial Management:

- Recommend expenditures to Jordan's Principle Program Supervisor in accordance with approved applications by ISC
- Ensure financial policies and procedures are followed

### 6. Administration and Reporting

- Complete administrative functions and reports, and adhere to Mnaasged's policies, procedures and relevant practices.
- Develop and submit a detailed yearly work plan, with goals, objectives and measurable indicators of success
- Ensure confidentiality and safekeeping of all Mnaasged documents and records
- Prepare and submit monthly activity reports, bi-weekly time sheets and travel expense claims as required

### QUALIFICATIONS

### **Minimum Education**

- Grade 12 SSGD or equivalent
- College Diploma Social Services Worker, Human Services Worker, Children/Youth Worker, Developmental Services Worker, Child Development Practitioner or related Social and Human Services academics an asset.

### Minimum Experience

 Two (2) years' direct service delivery experience working with Indigenous children, families, organizations and communities

### Knowledge Requirements

 Knowledge of Mnaasged programs and services, as well as knowledge available and accessible of regional services



- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabe, Haudenosaunee and Lunaapeew culture and traditions
- Knowledge of Jordan's Principle program and service framework
- Knowledge of First Nation service delivery, customs and traditions

### **Special Skills**

- Compassion, sensitivity and empathy for needs of applicants
- Excellent interpersonal and communication skills
- Demonstrated excellence in conflict resolution, mediation, and problem solving
- Strong organizational and administrative skills
- Excellent time management skills
- Excellent computer skills in MS Word, Excel, Outlook
- Strong professional ethics
- Proven ability to work with First Nation communities and people
- Ability to establish and maintain effective working relationships
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information
- Ability to understand and speak member Nation language is a definite asset

### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check and consent to a Child Welfare Check
- Must have a Class 'G' Ontario Driver's Licence, unrestricted access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage

### Salary

• \$45,000 - \$49,423

#### **Hours of Work**

- Hours of work are generally 8:30 am 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches,
- The successful candidate must be able to work as required some evenings and weekends
- This is a permanent full-time position.
- Pension and benefits become available upon completion of 6 month probationary period

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Anyone requiring more information about our agency or a full job description position may contact:

### Carol Antone, Human Resources Developer hr.developer@mnaasged.com (519) 289-1117 ext. 237

Please forward your cover letter, resume and 3 working references letters to:

confidential.hr@mnaasged.com

### CONFIDENTIAL - Human Resource Department Mnaasged Child and Family Services 311 Jubilee Rd. Muncey, ON NoL 1Y0

### Telephone: 519-289-1117

EXTENDED Closing Date for this Position: Friday, March 31, 2023 @ 4:00 pm

## GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Gale Hatfield Chairperson of the Board



Erin Kelly Director of Education

## Supervisor of Purchasing

The Greater Essex County District School Board invites qualified Purchasing Professionals who are team-oriented to apply for this exciting opportunity at one of the region's largest employers. The permanent, full-time, non-bargaining position of Supervisor of Purchasing within the Business Department will oversee the procurement of all goods, services, and construction in accordance with pertinent legislation and Board policies, regulations and administrative procedures. The position is expected to begin as soon as possible.

## Job Summary:

Reporting to the Manager of Financial Services, the Supervisor of Purchasing will coordinate and supervise all facets of the purchasing function. The Supervisor is responsible for ensuring fair, equitable and transparent competitive bid processes and adhering to the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics in all supply chain activities. This position is responsible for the supervision of Buyers and Purchasing Clerks.

## Nature & Scope of Position:

- Oversee the procurement of \$30M in goods and services and \$80M in construction, annually.
- Oversee the issuance of over 120 competitive bid processes annually, including requests for quotes, requests for information, pre-qualifications, requests for proposals and tenders.
- Develop and revise template bid documents and approve final bid documents and contracts.
- Build positive relationships with internal and external stakeholders.
- Provide guidance, direction, and advice daily to key stakeholders on both minor and complex issues.
- Effective leadership, training, and delegation to three buyers, two clerks and temporary staff, ensuring the purchasing team delivers an elevated level of customer service, while maintaining process integrity.
- Establish and maintain vendor of record lists for architects, consultants, and contractors.
- Furniture and Equipment Committee Chair for new-school construction projects, including budget development, project management and delivery of goods on time and on budget.
- Coordinate school closures and moving and disposition of surplus furniture and equipment.
- Strategically plan crucial procurement initiatives with key stakeholders.
- Develop/revise various certain policies, regulations, and procedures in compliance with applicable legislation, trade agreements and best practices and educate all staff on same.
- Authorized signing officer of the Board for all purchase orders and related contracts.
- Continuously improve processes in response to collaboration and consultation.
- Conduct vendor management, performance reviews, corrective action, and de-briefings.

- Negotiate contracts and mitigate risk on same, seeking legal advice, when necessary.
- Other duties as assigned by the Manager of Financial Services.
- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.

### **Qualifications:**

- Must have a University Degree in Business Administration or equivalent.
- Certified Supply Chain Management Professional (CSCMP) designation or equivalent preferred.
- A minimum of 5 years' experience in purchasing.
- Related supervisory experience, preferably in a unionized environment.
- Experience in public sector purchasing is considered to be an asset.
- Excellent organizational, communication and interpersonal skills.
- The ability to train, lead and motivate others.
- Advanced level of computer and keyboarding skills in a variety of software applications, including Microsoft Office.

Salary and benefits will be paid/provided in accordance with Board Policy.

Qualified candidates are invited to apply in writing, giving full particulars as to education, qualifications and experience by visiting www.publicboard.simplication.com no later than <u>4:00 p.m.,</u> <u>Friday March 31st, 2023.</u> Please note there is no fee to apply to this position. You must apply under the actual job posting number <u>3445098 (under Management and Professionals)</u>. In support of the Board's Indigenous Protocol, applicants of First Nations, Métis and Inuit descent may apply to <u>finmicareers@publicboard.ca</u>. No other form of submission will be accepted from external candidates.

> Vicki Houston, Superintendent of Human Resources Greater Essex County District School Board 451 Park Street West, Box 210 Windsor, ON N9A 6K1 Posting Number: 2023-30

The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

We will make the necessary accommodations for applicants to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.