



Job Summary

Location:
Eelūnaapéewi 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:

Until Position is Filled

Eelūnaapéewi Lahkéewiit Job Posting 'Band Representative' 2 positions Job Description

SUMMARY OF DUTIES:

To represent the Eelūnaapéewi Lahkéewiit in matters related to Child Protection as identified in Provincial, Territorial, Federal and other countries legislation.

The Representative will serve as primary contact for Child Welfare agencies to conduct their business both on and off reserve as required. The Representative will ensure best interests of all are considered in accordance with Eelūnaapéewi Lahkéewiit culture, heritage and traditions.

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):

- Act as point of contact for agencies and individuals involved with Child Welfare agencies and determine **Eelūnaapéewi Lahkéewiit** position.
 - Ensure child welfare agencies are accompanied and consultations are completed and adhered to regarding Intakes, Eligibility Coding, Investigations, Safety Assessments, Verification Conferences, Plans of Service, placements of Children, Plans of Care and attendance in Home and other places as required.
 - Liaison with other services/ programs to arrange for needs of clients, and to prepare Eelūnaapéewi Lahkéewiit based plans as required that will ensure the clients connection to community.
 - Develop Protocols, Service Agreements or Memorandum of Understanding as necessary with programs in community and outside organizations for delivery of service.
- Advocacy and promotion of Eelūnaapéewi Lahkéewiit family values and community services.
- Research and maintain up to date knowledge with Provincial, Federal and other countries legislation, case law, criminal law/family court, privacy as well as other Nations Family Wellbeing laws.
 - Develop and provide community education on current practice and developments in the area, as needed to help make informed decisions and have understanding of process and supports available.
 - Advocacy and promotion of Eelūnaapéewi Lahkéewiit family values and community services.
 - To ensure Eelūnaapéewi Lahkéewiit is represented in Child Protection court matters, including completion of court materials and relevant correspondence is submitted and filed.
 - Consultation with Legal council as needed and required.
 - Complete required reports to leadership and funding sources, including preparing of documents needed to apply for new funding when available.
 - Record and maintain necessary statistics and make recommendations for program improvements and accountability.
 - Maintain accurate records including case notes and a filing system.

- Perform 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
- Recognize and understand the historical impact of colonization and the associated trauma on individuals, families, communities and Nations.
- Engage in facilitation and promotion of Customary Care homes, including recruitment, retention and advocacy.
- 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 participating in staff training, meetings and community events.

QUALIFICATIONS:

- Post – Secondary Diploma in Social work, Social Science or related field
- Degree in Social field or years of experience would be considered an asset
- 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.

Salary: 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

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office
14760 School House Line,
R. R. #3 Thamesville, Ontario N0P 2K0

Marked: CONFIDENTIAL – “Band Representative”

Deadline: Until Position is Filled.

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi 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.