

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

## **EMPLOYMENT OPPORTUNITY AMENDMENT**

### ***Devolution Coordinator***

***2 Year Contract***

***Full – Time***

#### **Position Summary:**

Reporting to the Health and Social Services Director, the Devolution Coordinator is responsible for engaging, defining, planning and implementing activities to develop a multi-year plan for community capacity building and transformation of programs and services from Nogdawindamin to Serpent River First Nation. The Devolution Coordinator will consult with Community Members On and Off Reserve and work with Chief and Council, members of the Serpent River First Nation Senior Management Team and Child Wellbeing Committee.

#### **Duties**

Responsible to engage, define, plan and implement activities towards devolution of child welfare services from Nogdawindamin to Serpent River First Nation .

- Develop detailed project work plans with time lines;
- Consult regularly with the community to define and plan activities;
- Define data elements as required and developing data collection tools;
- Identify existing data sources and collection methods;
- Develop reports, discussion and high level briefing papers as required;
- Ensure detailed records and statistics of all meetings related to the project are maintained;
- Ensure all working files are accurate, concise, and up-to-date;
- Meet reporting requirements of funding agency;
- Liaise, consult and work effectively with SRFN membership;
- Promote, support and maintain effective working relationships
- Ensure the development and implementation of appropriate protocols and policies/procedures with external agencies;
- Facilitate meetings for planning as required.
- Act in accordance with the Serpent River First Nation Code of Ethics and always maintain confidentiality to protect the privacy of staff, families, and communities.

#### **Qualifications**

- A minimum education level of Grade 12 or equivalent with a minimum one (1) year experience in environment directly related to the duties of the position
- A minimum required undergraduate degree in Human Services
- Required five (5) years' experience at a senior level position within the child welfare system with working knowledge of Nogdawindamin Family and Community Services programs and services, CYFSA, child welfare data elements, and funding framework systems;

- Required five (5) years' experience working directly with First Nation communities in a research and/or consultation capacity;
- Experience in community engagement and development
- Equivalent combination of education and experience may be considered
- Knowledge of Serpent River First Nation programs, services and structure
- Knowledge of Nogdawindamin Family and Community Services programs and services
- Knowledge of local services for families, children and youth
- Knowledge of external services and service agencies
- Strong understanding of trauma-informed practice, harm reduction, and strengths-based approaches.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work flexible hours, including evenings or weekends as required
- Excellent computer skills with MS Office software

Other Requirements:

- Valid driver's license and reliable transportation.
- Clear Vulnerable Sector Check.
- CPR/First Aid and other relevant certifications (or willingness to obtain).

**Cultural & Community Knowledge**

- Knowledge of and respect for Anishinaabe history, culture, teachings, and values
- Knowledge of the Seven Grandfather Teachings
- Ability to understand Ojibwe is considered a strong asset

**Don't meet every qualification?**

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

***Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.***

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted*

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources – Devolution Coordinator  
 195 Village Road, Cutler Ontario, P0P 1B0  
 Fax: 705-844-2757

Email: [hr.jobs@serpentriverfn.com](mailto:hr.jobs@serpentriverfn.com)

By: May 15, 2026, 2026 at 4:00 p.m.