SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0

Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

Band Representative

Permanent / Full-Time Position

Reporting to the Director of Social Service and Culture, the Band Representative is to represent Serpent River First Nation at court as a party to Child Welfare proceedings, supervise and assign files to the Family Preservation Workers for Serpent River First Nation members during child welfare investigations.

The Band Representative will be required to work evenings and weekends in order to provide services when required.

DUTIES:

- Work collaboratively and cooperatively at all levels to coordinate and plan activities and provide case management services to Indigenous youth and young adults formerly in care.
- Represent the collective interest of Serpent River First Nation and its members
- Collaboratively ensure a culturally appropriate disposition of each case
- Liaise with other First Nation Band Representatives, Agencies and Legal Council
- Prepare, respond to and process legal documents, as required, by the Ontario Court rules
- Prepare plans of care, including recommendations for placement of children
- Make presentation to the Chief of Serpent River First Nation concerning individual Child Welfare cases and follow through with recommendations
- Compilation of all relevant case-related information and documentation
- Liaison with community service providers to assess parties' progress and suggest alternative plan, if appropriate
- Case conferencing with services providers to ensure Terms and Conditions are being adhered to
- Participate in the applicants Plan of Care with relative partner agencies
- Gather information, prepared submissions/disposition, present information on appropriate forms for court
- Prepare for and attend case conferences, settlement conferences and trial management conferences, as set out by the Court Rules
- Enter relevant case information into a case management tool and pull reports as necessary
- Monitoring ongoing orders on a quarterly basis, or as required
- Ensure confidentiality and safekeeping of all First Nation documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Works as an integral partner with other First Nations departments to support the needs of members engaged in the child welfare system

QUALIFICATIONS:

- University Degree or College Diploma in Social Services
- Two (2) years experience working with children and families preferably in an Anishnawbek organization
- Working knowledge of the Child and Family Services Act
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Must provide a clear CPIC with Vulnerable Sector Check
- Must share on-call schedule during holiday hours
- Good organizational skills.
- WHMIS certification or ability to obtain within the first three months of employment.
- Developed interpersonal skills and the ability to effectively work with the general public management and employees.
- Excellent organizational, communication, and problem-solving skills.
- Proficiency with word processing, spreadsheet computer software and other related software.
- Knowledge of Serpent River First Nation programs and services
- Knowledge of the Child Youth and Family Services Act
- Knowledge of external services and service agencies
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Other Requirements:

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

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 – Band Rep
195 Village Road, Cutler Ontario, P0P 1B0
Email: hr.jobs@serpentriverfn.com
By: Open Until Filled