

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Child and Youth Welfare Prevention Worker (CWPW)

POSITION: Child and Youth Welfare Prevention Worker

POSTING DATE: February 7/2018

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: Program Support Manager

HOURS OF WORK: Monday to Thursday, 8:30 a.m. to 4:30 p.m. (including ½ hour unpaid meal break)
Friday 8:30 a.m. to 1:00 p.m.
Hours subject to change to meet monthly programming needs per the Hours of Work and Overtime Policies

DUTIES:

Prevention Programming

- Coordinate (plan, organize and deliver) recreational, prevention and social programs, including traditions, culture, language, fitness or sports activities, arts & crafts and other recreational or leisure programs for children and youth and their families
- Implement life skills prevention workshops, youth service programs and other community and social service programs or refer to outside agency
- Coordinate programming and services to ensure safety for all participants and provide emergency or first aid assistance when required
- Make referrals to internal and external agencies to support the overall well being of the MSIFN
- Provide lifestyle awareness information

Administration

- Maintain Child and Family Services records as per the Scugog Island First Nation Privacy Policy
- Prepare correspondence
- Maintain program statistics for purposes of evaluation, research, and reporting

Financial Management

- Prepare annual financial budget and work plan related to the program
- Prepare cheque requisitions
- Monitor costs to budget to ensure programs are operating within the approved budget and provide variance reports
- Provide quarterly/annual reports for all program funding sources within the scope of the CWPW
- Prepare funding proposals as required

Child and Family Services

- Plan, organize and deliver the Child Welfare Services Plan including case management, attending Family Court and assisting families as per the Regional Child Welfare Protocol
- Attend all CAS investigations into allegations of child abuse and neglect, to determine the best possible care for a child
- Look into long-term protection concerns that have been identified and shall work collaboratively with the children and families to ensure the safety of children
- Assist to help keep families together and to reunite families by providing intervention, advocacy, support and guidance

Considered an asset:

- Post-Secondary education in Youth Work, Sports or Recreation combined with a minimum 1-year related work experience (preferably with a First Nation or Aboriginal organization)
- Knowledge of Scugog Island First Nation programs and services
- Alternative Dispute Resolution Training
- Children's Aid Society New Worker Training Program (OACAS)

TO APPLY: Complete application form (mandatory - can be picked up at the MSIFN office) or also send resume, including a cover letter, to B. Kerel (e-mail or fax acceptable). Existing employees must complete and Internal Application Form.

DEADLINE: **February 20/2018**
Those who miss the deadline may qualify to apply during the next stage if the position is not filled. Please contact a human resources representative to ensure receipt of your application before the deadline.

QUESTIONS: **Barbara Kerel**
Phone: 905-985-3337 Ext. 242
Fax: 289-312-4647
bkerel@scugogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"