



## FULL-TIME EMPLOYMENT OPPORTUNITY

### Band Representative

#### JOB SCOPE:

The Band Representative works in partnership with the First Nation Designated Person (FNDP) and is a highly motivated individual with exceptional advocacy skills, possessing critical knowledge of the Child, Youth and Family Services Act (Part IV). They act on behalf of Alderville First Nation (AFN) as a party under the Child and Family Services Act to advocate for the best interest of the Children who are members of AFN, or are eligible to be members of the First Nation, to ensure the rights of First Nation children and their families are respected and that they are included in planning for children deemed in need of protection.

This is a **full-time** position for 35 hours per week. *Must be flexible and available for on-call after hours and during weekends as required.* The successful candidate will work under the direct supervision of the Health & Social Services Manager.

#### KEY JOB FUNCTIONS:

- Effectively presents AFN's interests in Child Protection proceedings or hearings, involving children of Alderville First Nation to protect the collective best interest of AFN child(ren) both on and off reserve;
- Ensures effective delivery and monitors practices guided by relevant strategies in accordance with AFN's Comprehensive Community Plan to safeguard the children, who are members of AFN and who are involved with Welfare Agencies have their rights to their own culture and community protected and upheld;
- Provides support, advocates to maintain family units, advocates for satisfactory solutions to family problems, liaises with related service agencies and explains the child and family service system;
- Maintains a strong knowledge of the Child & Family Services Act, the policies and procedures of the Ministry of Children & Youth Services, Customary Care Provision and Kinship Care as CAS options rather than apprehension; responsibilities include:
  - completing and filing court forms;
  - attending court appearances on behalf of AFN;
  - communicating with Chief & Council;
  - representing the interests of Alderville First Nation.
- Meet all timelines as needed to meet legislation that governs families.

#### MINIMUM QUALIFICATIONS:

- Minimum post-secondary (Diploma or Degree) in Social Work, Social Science or related field;
- Minimum of 3 years' experience working in Social Services or related field in a First Nation;
- Proven ability of accurate and comprehensive recordkeeping including keeping an up-to-date case log;
- Demonstrated analytical and problem-solving skills;
- Excellent time management and strong organization skills; a multi-tasker;
- Proven ability to maintain confidentiality;
- Excellent computer skills for reporting and presentation purposes, and general office equipment knowledge;
- Must have valid Class 'G' driver's license with \$1M liability insurance with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

#### Specialization required:

- Extensive knowledge of the Child and Family Services Act (CFSA) including Part IV; the Ministry of Child and Youth Services; and local Children's Aid Societies and the DBCFS model & protocol - **(TRAINING WILL BE PROVIDED with respect to DBCFS model & protocol)**
- Ability to establish and develop an active working relationship with all Child and Family Services;
- Ability to work collaboratively with staff, community members, Chief & Council, and government agencies.
- Confident working with justice system and other community service providers

- Demonstrates strong negotiation skills and techniques;
- Ability to work effectively under pressure and in stressful situations;
- Exhibits strong written, verbal and evaluation skills;
- Current First Aid/ CPR with AED certification and update as required

Considered an asset:

- Native Child and Family Service Worker Diploma
- Full understanding of Customary Care an asset
- Experience with ADR (Alternative Dispute Resolution)
- Experience within a multi-disciplinary team approach
- Experience and proficiency in program administration with a solid knowledge base and proficiency in program and service development, delivery and evaluation
- Experience working with children, youth and families

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$24.35 – 25.63 per hour

**Deadline to Apply: Monday, July 23, 2018 @ 4:30p.m.**

**How to apply:** Applications ***MUST include*** a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Band Representative*

***For full job description***, contact Malcolm Ponnayan, Health & Social Services Manager at (905) 352-3766 or Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*