



# Child & Family Wellbeing Manager

## Reporting to Health & Social Services Manager

### Child & Family Wellbeing Department/Health & Social Services

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**  
Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

**\*flexing of hours  
and “on-call” shift  
coverage will be  
required\***

**Salary:**  
Start Rate - **\$42.21 to  
\$45.76 per hour\***

\*While Alderville First  
Nation Salary Grid will  
apply – **start rate will be  
commensurate with  
experience.**

**Benefits:**

- ✓ Paid Vacation!
- ✓ Paid time off over  
Holiday Shutdown!
- ✓ 14 Statutory  
Holidays!
- ✓ Paid Sick Leave!
- ✓ Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
- ✓ Pension Plan with  
Employer Match!

**JOB SUMMARY:**

The *Child & Family Wellbeing Manager* directs the operations of the Child Wellbeing Program and is responsible for providing direction, mentoring and case supervision in all matters pertaining to child wellbeing protection services, ensuring that the best interests of Alderville First Nation children are undertaken both on and off reserve. The *Manager* is a highly motivated individual with exceptional advocacy skills, possessing knowledge of the *Child, Family and Youth Services Act (CFYSA-Ontario)* and its application related to Indigenous children (Part X), for the First Nation and its members.

*The Manager is accountable for operational and strategic leadership to further develop and expand Alderville First Nation’s Child Wellbeing department.*

**KEY JOB FUNCTIONS:**

**GENERAL**

- Actively works to build an environment that supports service delivery that focuses on Indigenous teachings, ceremonies, ideals, lived experiences and traditions.
- Liaises with DBCFS and other Child Wellbeing services/agencies to develop and maintain positive working relationships and ensure established protocols are in place and being followed.
- Provides consultation, input and direction to staff regarding child wellbeing files and any AFN families involved with Child Wellbeing.
- Supports Child Wellbeing staff with any court matters that involve AFN families and children; engages legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters.
- Provides regular updates on case files to the H&SS Manager and bring any complex or emergency situations to both the H&SS Manager and Chief & Council in a timely manner.
- Attends and participates in Band Reviews, case conferences, and plans of care.
- Reviews and approves plans of care, VSA’s and family service plans.
- Audits and reviews child wellbeing staff case file/notes for accuracy, compliance ensuring all required information is current and up to date.
- Ensures Alderville First Nation members are aware of their rights regarding child wellbeing.
- Administration and control of the approved current and capital budget.
- Supervises staff including completing performance reviews, staff development and ensuring self-care through coaching and guidance.
- Mentors Child Wellbeing Staff managing escalated and complex issues ensuring activities are delivered in a culturally appropriate manner.
- Manages Human Resources activity (i.e., performance management, capacity building, hiring process, etc.) in collaboration with the H&SS Manager and AFN HR.
- Supports the development of and implementation of policies and procedures.

**PROGRAM DEVELOPMENT/DELIVERY**

- Coordinate, plan and develop community and client-based programs including but not limited to educational/awareness workshops and events.
- Provide and access resource materials (e.g., pamphlets, newsletters, presentations, counselling and support services agencies, etc.) to be available to AFN Community members.
- Solicit the assistance of H&SS Staff and other departments to coordinate, organize and implement programs focused on healthy lifestyle alternative choices, life skills, etc.
- Develop and implement wholistic strategic plan for the ongoing recruitment, training and support of Customary Care Providers.

**CULTURAL SUPPORT**

- Conduct needs assessments of clients before establishing the best form of intervention.
- Connect AFN families to community based and culturally appropriate prevention resources and services.
- Develop and facilitate individual and/or group presentations to address and promote awareness and education.
- Actively participate in Rapid Response, Mediation and/or Alternative Dispute Resolution meetings.

**MINIMUM QUALIFICATIONS:**

***Minimum Requirements:***

- Post-secondary Degree in Social Work, Social Services, Human Services, or related field.
- Minimum of 5 years' experience in child welfare protection, social services, or similar setting including First Nation service delivery.
- Minimum of 3 years' Supervisory experience in Social Services or related field.
- A combination of education, training or work experience which AFN deems equivalent.
- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Criminal Reference check and Vulnerable Sector Search is required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

***Specialization required:***

- Authorization training through DBCFS, or willing to obtain.
- First Nation Child Welfare Advocate Certificate, or willing to obtain
- Expert knowledge of the *Child, Youth & Family Services Act* (CFSA, 2017) as it relates to Indigenous children, Ministry of Child and Youth Services; and local Children's Aid Societies and the DBCFS model & regional protocol.
- Experience working with Indigenous children, youth, and families.
- Full understanding of Customary Care and Alternate Care.
- Experience and/or training in Privacy Legislation.
- Demonstrated case management experience.
- Possess cultural awareness and sensitivity with an indigenous-centered service approach.
- Knowledge of Indigenous histories (i.e., residential schools, sixties scoop, colonization & impacts).
- Confident working with justice system and other community service providers.

***Considered an asset:***

- 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. Demonstrates strong negotiation skills and techniques.
- Experience with Indigenous Alternative Dispute Resolution (IADR).

**PREFERRED EXPERIENCE:**

- Demonstrated ability to work from a trauma informed lens with compassion and empathy.
- Good interpersonal skills and ability to work collaboratively with staff, community members, Chief & Council, service providers and government agencies.
- Proven ability to maintain confidentiality. & professionalism.
- Ability to broach difficult situations effectively, efficiently and with diplomacy.
- Ability to maintain composure, tact and objectivity in challenging situations.
- Excellent time management and strong organization skills; a multi-tasker.
- Initiative and ability to work independently to meet deadlines.
- Proven ability of accurate and comprehensive recordkeeping including keeping an up-to-date case log.
- Exhibits strong written, verbal and evaluation skills.
- Demonstrated analytical and problem-solving skills.
- Excellent computer skills for reporting and presentation purposes, and general office equipment knowledge.
- Knowledge of legislation governing First Nations.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY:** *Tuesday, October 22, 2024.*

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:**

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

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

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