

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Band Representative Manager **Term:** Permanent Full-Time
Division: Social Services/Band Representatives **Salary:** Competitive salary range
Hours: 40 hours per week, 8:30a.m. – 4:30p.m., Monday – Friday, flexible to work some evenings and weekends

Posting Date: March 26, 2024

Closing Date: April 2, 2024 at 4:30p.m.

JOB SUMMARY:

Reporting to the Director of Social Services, the **Band Representative Manager** represents the Oneida Nation of the Thames' interest in Child, Youth & Family Services Act and any other relevant legislation relating to the provisions of Child and Family Services/Protective Services and proceedings throughout Canada and the United States.

This position ensures a culturally relevant disposition is completed for all cases and exercises our right as a First Nations community to enter negotiations for the provisions of the Oneida Nation of the Thames Band Representative program.

The Band Representative Manager will be the direct supervisor for the Band Representative program staff.

QUALIFICATIONS:

1. Law Degree (LLB) or Juris Doctor (J.D.).
2. Licensed to practice Law in Ontario.
3. A member of a recognized Law Society in Canada in good standing.
4. 2 years management experience in child welfare protection or a social service agency.
5. 5 years' experience working in relation to Family Law court proceedings and court systems within a First Nation community.
6. Excellent written and verbal communication skills.
7. Excellent organizational, time management and prioritizing skills.
8. Familiar with the Oneida Nation of the Thames political structure and programs/services to community members.
9. Valid class "G" driver's license and driver abstract.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover Letter – **must address the qualifications outlined.**
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent (completed within a 6-month timeframe) vulnerable sector CPIC, **at their own expense.**
2. The successful candidate must submit a copy of a valid Class "G" Ontario driver's license and recent (completed within a 6-month timeframe) driver's abstract, **at their own expense.**
3. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email

hr.recruitment@oneida.on.ca.