



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

CHILD WELFARE ASSISTANT - FULL TIME

PROGRAM AREA:	CHILD AND FAMILY SERVICES
POSITION TITLE:	CHILD WELFARE ASSISTANT
REPORTING PROTOCOL:	REPORTS TO THE CHILD & FAMILY SERVICES PROGRAM MANAGER

POSITION SUMMARY: The Child Welfare Assistant will work directly with the Band Representatives and the Kettle & Stony Point First Nation (KSPFN) families. Families that are involved with the child welfare system and have files before the courts. Will orient and support families to navigate through court procedures, assist with legal representation, arrange legal appointments with clients and counsel. Will support case reviews, conferences and organizing materials for team applications. Provide families and the community with court process information to ensure they have appropriate information available for decision-making. Promote and facilitate practical community-based justice initiatives that help the community connect to legal services. Serve as a "bridge" between justice officials and First Nation members by advocating for Indigenous families before the courts, providing liaison and promoting two-way communication.

SKILLS AND REQUIREMENTS:

- Work collaboratively with staff, community programs and community members.
- Work cohesively with a team, as well as independently.
- Able to work flexible hours and travel as needed.
- Ability to maintain confidentiality always.
- Able to respond to changing demands and needs of the community.
- Work effectively under pressure and able to handle stressful situations.
- Maintain the appropriate safeguards for the confidentiality of KSPFN's client information.
- Build relationships and networks with surrounding First Nations and Child & Family Services.
- Confident working with the justice system and other community service providers.
- Excellent in time management and organizational skills.
- Requires professional attitude.
- Ability to set priorities. Computer literacy in MS Office.
- Demonstrate strong negotiation, technical and advocacy skills.
- Culturally sensitive and knowledge of issues effecting First Nation communities.
- Knowledge of Section 10 of the CYSA as it relates to First Nations.
- Knowledge of Customary Care and the philosophy of service.
- Knowledge of policies and procedures set by Chief and Council.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Post-secondary education in Administrative Assistant or equivalent experience. Working knowledge within Child Welfare of 2 years or more.
- Minimum 2 years relevant work experience with First Nation families.
- Working knowledge of the Family Court system, practices and procedures is an asset. Have knowledge of the Child, Youth and Family Services Act {CYSFA}.
- Must possess a valid Ontario Driver's License and have dependable transportation. Will be subject to a vulnerable sector Criminal Reference Check.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – POSTED UNTIL POSITION IS FILLED

TO: Chippewas of Kettle & Stony Point First Nation,

ATTN: **HR – Child Welfare Assistant**

Email to: hr.assistant@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON, N0N 1J1

Fax: 519-786-2108

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT