



## CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

# EMPLOYMENT OPPORTUNITY BAND REPRESENTATIVE – FULL-TIME

**PROGRAM AREA:** CHILD AND FAMILY SERVICES  
**POSITION TITLE:** BAND REPRESENTATIVE  
**REPORTING PROTOCOL:** REPORTS TO THE CFS MANAGER/DESIGNATE

**POSITION SUMMARY:** The Band Representative acts on behalf of the Chippewas of the Kettle & Stony Point First Nation (KSPFN) with all child welfare matters as a party under the Child, Youth and Family Services Act. To protect the collective best interest of KSPFN child(ren) and youth; ensures effective delivery and monitoring practices pertaining to child welfare protection services ensuring alignment to Kettle & Stony Point's policies and procedures. The Band Representative is responsible for supporting the KSPFN families on/off the First Nation. The Band Representative provides support, advocates to maintain the family unit by ensuring customary care is the first option, to live safely within their family of origin, thereby keeping children with extended and caring family and/or community, no matter where they reside. Liaises between Children's Aid Society (CAS) and other related service agencies. Assisting access to legal resources, attending and participating in court proceedings, and ensuring that the cultural needs of the child are being respected by the CAS.

### EDUCATION/PROFESSIONAL REQUIREMENTS:

- University Degree or Diploma in Social Work, Social Science, or related field.
- Minimum of 3 years' experience working in Social Services or related field with First Nation families.
- Must have extensive knowledge of the Child, Youth and Family Services Act (CYFSA)
- Must possess a valid Ontario Driver's License and have dependable transportation.
- Will be subject to a vulnerable section Criminal Reference Check and updated as required.
- Must be familiar with and adhere to the local court office file structure and management system.
- Must have applicable knowledge and understanding of the *Ontario Family Court Rules*, including knowledge of the specific timelines for filing, and responding to Applications, Answers, Motions, etc.
- Must have knowledge of the federal legislation, *An Act Respecting First Nations, Inuit and Metis Children, Youth and Families, Bill C-92*.
- Strong knowledge of Ojibway culture and traditions.
- Knowledge of Section 10 of the CYFSA as it relates to First Nations.
- Expert knowledge of Customary Care and the philosophy of service development and delivery.
- Knowledge of the First Nation customs and traditions.
- Knowledge of policies and procedures set by Chief and Council.

### SKILLS REQUIRED:

- Must be confident working with the justice system and other community service providers.
- Strong written, verbal and evaluation skills.
- Excellent in time management and organizational skills.
- Ability to interpret legislation and legal documents.
- Professional attitude always required.
- Excellent analytical and problem-solving skills.
- Computer literate in MS Office.
- Strong demonstration of negotiation skills, techniques, and advocacy.

- Report writing skills.
- Culturally sensitive and knowledge of issues effecting First Nations communities.
- Knowledgeable about Kettle & Stony Point culture and its unique characteristics as a social structure.
- Ability to maintain confidentiality always.
- Other related duties as required.

**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 CPIC and vulnerable sector background check.
- 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 COVER LETTER AND A DETAILED RESUME  
CLOSING DATE – JULY 22<sup>nd</sup>, 2025, AT 4:00PM

TO: CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION,  
ATTN: HR – BAND REPRESENTATIVE

EMAIL ADDRESS: [HR.ASSISTANT@KETTLEPOINT.ORG](mailto:HR.ASSISTANT@KETTLEPOINT.ORG)

MAILING ADDRESS: 6247 INDIAN LANE, KETTLE & STONY POINT FIRST NATION, ON N0N 1J1.

FAX TO: 519-786-2108

*A FULL JOB DESCRIPTION IS AVAILABLE: CONTACT THE HR ASSISTANT AT [HR.ASSISTANT@KETTLEPOINT.ORG](mailto: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*