



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewas of the Thames First Nation is accepting applications for the current vacancy:

First Nation Band Representative Services Supervisor

REPORTS TO: Child, Youth, and Family Well-Being Services Director

DEPARTMENT: Child, Youth, and Family Well-Being Services

LOCATION: Community Centre, 328 Chippewa Road, Muncey, Ontario

TERM: Full-time, Monday to Friday, 8:30am – 4:30pm EST (Evenings and weekends may be required)

POSTING DATE: September 19, 2025

CLOSING DATE: October 10, 2025

Summary

The First Nation Band Representative Services (FNBR) Supervisor provides supervision, clinical direction, and oversight to the First Nation Band Representatives and Intake Workers. This position plays a critical role in court proceedings, child protection investigations, and ongoing case management to ensure the rights and well-being of First Nation children and families are protected.

The role ensures that services reflect the cultural values, customs, and traditions of Chippewas of the Thames First Nation, while aligning with legislative requirements, federal policy, and community standards. The Supervisor will collaborate with courts, child welfare agencies, and community service providers to advocate for families, strengthen cultural identity, and support positive outcomes for children and youth.

Responsibilities

- Provide supervision and clinical direction to First Nation Band Representatives and Intake Workers.
- Guide FNBR staff in court proceedings, preparation, and representation at hearings.
- Supervise Intake Workers in supporting child protection investigations and ongoing case management.
- Ensure adherence to policies, procedures, and standards for FNBR services.
- Monitor and review service quality to ensure compliance with organizational and legislative standards.
- Develop workflows, training plans, and annual work plans for FNBR and Intake staff.
- Participate in budget planning and monitor expenditures.
- Prepare monthly reports and oversee data compliance and service reporting.



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

- Build and maintain relationships with courts, child welfare agencies, and community partners.
- Advocate for the rights and cultural identity of First Nation children and families.
- Participate in departmental meetings, case reviews, and community events as required.
- Maintain confidentiality, accurate case management notes, and compliance with service policies.

Qualifications

- Bachelor's degree in Social Work or relevant Social Services field preferred.
- College Diploma in Social Services may be considered.
- Equivalent combination of education and experience will be accepted.
- Minimum three years' experience in Social Services or a related field in a First Nation.
- At least two years' direct experience working with at-risk children/youth.
- Leadership and supervisory experience required.
- Strong knowledge of court processes, child protection investigations, and case management.
- Current First Aid/CPR certification.
- Valid "G" driver's license with access to an insured vehicle (\$1,000,000 liability coverage).
- Clear CPIC and Vulnerable Sector Check.

Hiring of Indigenous people will be given preference, please identify.

Interested applicants, please submit a cover letter, resume, and three work related references to:

human.resources@cottfn.com

or

320 Chippewa Road, Muncey, ON N0L 1Y0

Please clearly mark: **"First Nation Band Representative Services Supervisor"**

We thank all candidates for applying; however, only those selected for an interview will be contacted. Candidates who require accommodation in the recruitment and selection process are encouraged to indicate their needs in their application submission. Please note that references, educational documents, and relevant certifications will be verified prior to employment.