



**Administration Office**  
289 Jubilee Road  
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**Executive Services**  
279 Jubilee Road  
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533 Thomigo Road  
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telephone: 519.289.2957  
fax: 519.289.2883

toll-free: 1.800.298.7137  
[www.munsee.ca](http://www.munsee.ca)

## **Employment Opportunity**

### **Position Title: Child and Family Services Coordinator**

**Posting Date:** December 8, 2025  
**Closing Date:** Open until filled  
**Department:** Child and Family Services  
**Reports To:** Nation Manager  
**Location:** 279 Jubilee Road, Muncey, Ontario

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### **Position Summary**

The Child and Family Services Coordinator will plan and direct the delivery of child welfare services within Munsee-Delaware Nation, primarily supervision of Band Representative staff and child welfare prevention staff. The Manager is responsible for providing leadership for those staff and ensuring uniformity of Munsee-Delaware Nation's mission, vision, values, and goals. The Manager is also responsible for assessing risks identified in child welfare service delivery and ensuring consistency of standards so that all programs and service express the policies of Munsee-Delaware Nation and are within the legal framework of the Child, Youth and Family Services Act. This position plays an active role in disseminating information and decisions of management to direct service staff and providing relevant information to senior leadership to assist with successful execution of strategic initiatives, compliance with legislative, and service delivery standards

### **Key Responsibilities**

- Be responsible for the leadership and management of staff and services in the areas assigned, including oversight of child welfare and supporting staff in carrying out their functions to ensure effective delivery of service to the children, youth and families served by Munsee-Delaware Nation
- Plan, manage, and coordinate the allocation of work to maintain acceptable service delivery standards in a manner that balances workloads and responds to service volumes and ensures minimal disruption to children and families,

- Assume supervisory oversight of cases assigned to direct reports, assess, address and/or escalate risks identified in service delivery
  - Regularly review work completed by service staff and approve casework decisions including documentation, to ensure tasks are completed promptly and in accordance with Munsee-Delaware Nations policies and procedures.
  - Use initiative and creativity in supervision and case conferences to dismantle bias, challenge barriers, and apply creative approaches to enhance services for families and children,
  - Orient employees to the role, policies and expectations and evaluate performance, provide coaching, and build team cohesion and consistency of practice of direct reports
  - Review and provide timely approvals for direct reports' hours of work and financial expenditures
  - Manage complaints from families and collaterals in accordance with the Agency's complaint procedure
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## **Qualifications**

### **Education and Experience:**

1. Bachelor's degree in Juris Doctor (JD) or Legum Baccalaureus (LLB) or
  2. Master of Social Worker (MSW) degree or Bachelor of Social Work (BSW) degree or
  3. University degree in a relevant subject such as social sciences and
  4. Minimum of 2 years working in the social/legal field.
  5. Minimum of 4 years working with Child Protection field/court system.
  6. Minimum of 2 years working with/for Native Community.
  7. Must be reliable, dependable, and committed to confidentiality.
  8. Must be willing to work flexible hours and travel is required.
  9. Valid Ontario driver's license and reliable vehicle required, and to provide a drivers abstract.
  10. Must provide a clear VSC – current within last 30 days
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## **About Munsee-Delaware Nation**

The Munsee Delaware Nation is a First Nation community located in southwestern Ontario. It is home to the Munsee people, a subgroup of the Lenape (Delaware) Nation, who originally lived in the northeastern United States.

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M-DN is committed to preserving its cultural heritage, language and traditions while fostering economic development and self-sufficiency.

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## How to Apply

If you are interested in this exciting opportunity to be a member of a team dedicated to service excellence, continuous improvement and innovative thinking, please apply with your cover letter, resume and 3 recent employment references.

Apply to:

Munsee-Delaware Nation  
Attention: Nation Manager  
289 Jubilee Road, Muncey, Ontario N0L 1Y0  
In a sealed envelope marked "Confidential"

**OR**

Email to [applications@munsee.ca](mailto:applications@munsee.ca)  
With the subject line: Child and Family Services Manager

All submissions will be screened according to the above qualifications. Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act is a preference.

While we appreciate all the interest, only those candidates selected for an interview will be contacted.