



Chippewas of the Thames First Nation

320 Chippewas Road Muncey, ON N0L 1Y0

Phone 519-289-5555 Fax: 519-289-

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: First Nation Band Representative (Contract)
Department: Child, Youth & Family Well-being Department
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: Hybrid between London Office (167 Central Avenue) and Muncey, ON
Posting Date: April 3, 2026
Posting Closes: April 24, 2025

Summary:

Under the supervision of the First Nation Band Representative Supervisor, the First Nation Band Representative represents Chippewas of the Thames First Nation (COTTFN) in child welfare matters where the Nation is involved, acting to protect the collective best interests of COTTFN children and youth. The role works to ensure culturally grounded, community-informed approaches to planning and decision-making, and supports effective service coordination, monitoring, and advocacy in alignment with COTTFN policies and priorities, including the Nation's Comprehensive Community Plan and related strategies.

Responsibilities:

- Conduct child protection investigations, home visits, and risk assessments; respond to crises as needed.
- Collaborate with Children's Aid, police, and community partners to ensure child safety and coordinated service planning.
- Develop, implement, and review service plans focused on safety, reunification, and long-term stability.
- Advocate for and support kinship/extended family and Alternative Care placements, using culturally grounded approaches.
- Provide ongoing case management for children in care, including assessments, supports, visits/access, and permanency planning.
- Prepare documentation for legal processes and court (including reports and testimony when required).
- Facilitate Family Circles/Conferencing and alternative dispute resolution to support family-led solutions.
- Maintain accurate, timely case records and reporting; ensure confidentiality, consent, and compliance with policy/legislation.
- Work collaboratively with internal teams and external service providers; communicate regularly with leadership.
- Participate in training and professional development; model ethical practice, boundaries, and workplace safety standards.

Qualifications:

- Post-secondary education in a related field (preferred): Bachelor's degree in Social Work (BSW) or a Community College Diploma in Social Services / Child & Youth / a related human services program; First Nation Child Welfare Advocate training/designation is an asset.
- Secondary School Diploma (OSSD) required.
- Minimum three (3) years' experience working with children, youth, and families (child welfare, family support, or related settings).



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- Community-based experience (particularly within First Nation or Indigenous communities) is considered an asset.
- Current CPR and First Aid certification (or willingness to obtain upon hire).
- Valid Ontario Class G driver's licence, reliable access to a vehicle, and ability to travel as required.
- Clear and current CPIC with Vulnerable Sector Check, completed within the last six (6) months (or willingness to complete prior to start).

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting your health, dental, and overall well-being.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Employer-matched pension plan to help you build long-term financial security.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

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

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "First Nation Band Representative" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.