



CHIPPEWAS OF KETTLE AND STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

FAMILY WELL-BEING MENTORED ASSISTANT – 10 MONTH PLACEMENT

PROGRAM AREA: FAMILY WELL-BEING
POSITION TITLE: FAMILY WELL-BEING MENTORED ASSISTANT
REPORTING PROTOCOL: REPORTS TO FAMILY WELL-BEING COORDINATOR OR DESIGNATE

POSITION SUMMARY: The Family Well-Being Mentored Assistant will assist in delivery of quality services and programming in a manner that will maintain and strengthen the individuals and families of Chippewas of Kettle & Stony Point. They will learn the administrative functions within the Family and Well-Being Program, legal, health, and any other community-based programs and prevention strategies. The Family Well-Being Mentored Assistant position will provide support to the Family Well-Being Resource Coordinator to effectively provide community programming to the Families of Kettle and Stony Point First Nation ensuring the safety and well-being of children and clients.

EDUCATION/SKILLS/PROFESSIONAL REQUIREMENTS:

- **Applicants must be between the ages of 15-30 years of age, not in school, unemployed or underemployed.**
- Knowledge of the Child and Family Services Act, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines and Policy Directives an asset.
- Knowledge of Child and Family Well-Being Law and History.
- Must have a proficient level of communication skills, verbal and written. Must possess excellent organizational and time-management skills.
- Excellent computer skills an asset. Administrative procedures and writing reports.
- Budgeting and financial skills. Experience working in First Nation communities is essential.
- Must possess a current and valid Driver's License.
- First Aid/CPR and AED preferred.

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 candidate must provide a current and up to date CPIC and vulnerable sector background check.
- Successful applicants must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon successful interview.

STARTING RATE OF PAY: 18.89/hr.

**PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY MAY 21ST, 2026 AT 4PM**

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: Human Resources – Family Well-Being Mentored Assistant
MAIL TO: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
EMAIL TO: HR.Kevin.Koniecki@kettlepoint.org

A full Job Description is available please call front receptionist -519-786-2125. 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.