



# MATACHEWAN FIRST NATION

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Box 160, Matachewan ON, P0K 1M0

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## JOB POSTING

**Job Title:** Child and Family Law Developer

**Reports To:** Community Band Representative for Child Welfare

### Position Summary

Reporting to the Community Band Representative for Child Welfare (Band Rep), this position is responsible for having Matachewan First Nation's (MFN) Child and Family Well-Being Law developed and passed along with the coordination agreements with Canada and Ontario.

**Term:** Full-time, 12-24 month contract

**Hours of Work:** 40 hours per week, Monday – Friday, 8:30AM – 4:30PM

**Location:** Hybrid Work Schedule, Matachewan First Nation

**Compensation:** \$60,000 - \$70,000 annually

**Benefits:** Employer-paid benefits package and enrollment in pension plan

**Start Date:** Monday, November 4, 2024

### Areas of Responsibility

- Develop a Child Welfare Law based on MFN's culture and values.
- Collaborate with staff, Chief & Council, community members, and agencies to develop Law.
- Coordinate a Federal Legal Team to work with MFN.
- Access legal resources to represent MFN's interests in child and family services administrative and court proceedings.
- Assist in the development and implementation of appropriate administrative policies and procedures to govern the operations.
- Assist in evaluating the effectiveness of Child Welfare Operational Plans, Policies and Procedures.
- Other related duties as assigned.

### Requirements

- Background or education in Social Work, Family Law or another related field.
- Experience working with First Nation communities.
- Full understanding of the Child and Family Services Act.
- Knowledge of Provincial Child Welfare Regulations.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).
- Able to work methodically and accurately, with attention to detail.
- Possess interpersonal skills and enjoy working collaboratively as part of a team.

**Requirements (continued)**

- Valid class "G" driver's license with a clean driving abstract.
- Must be willing to travel as required.
- Must submit a clean Criminal Record and Vulnerable Sector Check.
- First-Aid certification is considered an asset.

**How to Apply**

Qualified candidates are invited to send their cover letter and resume to [director@mfnez.ca](mailto:director@mfnez.ca) by **Friday, October 11, 2024, at 4:00PM.**