



MATACHEWAN FIRST NATION

Box 160, Matachewan ON, P0K 1M0

JOB POSTING

Job Title: Band Representative

Reports To: Director of Finance and Administration

Position Summary

Reporting to the Director of Finance and Administration (DoFA), this position is responsible for providing support to families involved with the child welfare system. The Band Representative is a highly motivated individual with exceptional advocacy skills who will also act quickly to resolve any individual or family crisis and provide concrete assistance to clients. This position's role is to protect the collective best interest of the Matachewan First Nation (MFN) children and to ensure a culturally appropriate disposition of the case.

Term: Permanent, Full-Time

Hours of Work: 40 hours per week, Monday – Friday, 8:30AM – 4:30PM, with flexibility to work on weekends and evenings

Location: Matachewan First Nation and surrounding areas

Compensation: \$60,000 - \$80,000 annually

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

Start Date: As soon as possible

Areas of Responsibility

- Work in collaboration with Child Welfare Agency Workers, other Band Representative staff, family and community partners to utilize extended family and/or community members and other First Nations to interventions that involve out of home placements
- Provide information to parents on legal processes and referrals
- Make referrals to the Prevention Service Worker to assist families based on Plan of Care
- Work cooperatively with other service providers to design and carry out action/care plans for clients
- Resolve any individual or family crisis and provide concrete assistance to clients
- Provide regular family case review updates to the Band Representative Manager and Band Representative team
- Provide outreach services for relationship building with individuals who are known to have been involved with the child welfare system
- Become familiar with the policies and procedures of the various child welfare agencies involved with our membership and the terminology used within the agency
- Provide individuals who are involved with the child welfare an opportunity to establish community connections by setting up opportunities to attend major events occurring at First Nation level
- Attend staff meetings virtually or in person as requested
- Other related duties as assigned

Requirements

- 2 Year Post Secondary Diploma in Social Work/Law Clerk/Child and Youth Worker or related field
- A minimum of 2 years of Social Services experience with First Nations
- Strong knowledge of Bill C-92; An Act respecting First Nations, Inuit and Métis Children, Youth and Families
- Experience with Alternative Dispute Resolution
- Experience working with children, youth and families
- Experience providing crisis intervention support
- Knowledge of the Child, Youth and Family Service Act (CYFSA), Child Well-Being Law, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines and Policy Directives, Mental Health Act
- Valid Ontario Class G Driver's license with proof of insurance, access to a vehicle and a clean driver's abstract
- Accepted recent Criminal Record and Vulnerable Sector Check
- Valid First Aid/CPR

How to Apply

Qualified candidates are invited to send their cover letter and resume to hr@mfnrez.ca. Position will remain opened until filled.