



Netmizaaggamig Nishnaabeg

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Job Posting Band Representative Manager Job Description

Purpose and scope: Under the direction of the Band Manager, the Band Representative Manager oversees the Band Representative Department ensuring that the best interest of families in children pertaining to child welfare matters is undertaken. The Band Representative Manager is responsible for providing direction, coaching and case supervision in all matters involving child welfare protection services. The Band Representative Manager is a highly motivated individual with exceptional advocacy skills, possessing working knowledge of the Ontario *Child, Youth and Family Services Act* (CYFSA) and its application for the First Nation and its members. The Band Representative Manager acts on behalf of the First Nation as a party in the court proceedings involving the First Nation's children and youth under CYFSA. The role of the Band Representative Manager is to lead the department. This is a full-time position. The Band Representative Manager must be flexible and able to provide on-call supervision for covering on call and after-hours work.

Mandatory Qualifications:

- A minimum, Post-Secondary Diploma in Social Work, or a related field
- A minimum of 3 years of Social Services experience with First Nations
- Must possess a valid driver's license and a reliable vehicle
- Must provide a Criminal Reference Check and Vulnerable Sector Check CPIC
- Expert knowledge of the Child and Family Services Act, Child Protection Standards, Eligibility Spectrum
- Experience working in Child Welfare within First Nations Communities and education in Social Services preferred

Additional Qualifications:

- Expert knowledge and understanding of the First Nation's Interest in Child, Youth and Family Services Act (Ontario) and proceedings involving the First Nation's Children
- Able to interpret legislation and legal documents, experience working in family court proceedings and a court system within a First Nation community
- Able to provide on call supervision for covering on call and after hours work
- Strong planning, organizational and time management skills
- Strong leadership and management skills
- Skilled in conflict resolution, mediation and problem solving; Ability to establish and maintain effective working relations with clients, staff, First Nation service partners, colleagues, other relevant organizations and management
- Ability to work well within a team environment and able to develop strong, effective teams
- Strong negotiation skills, techniques and advocacy skills
- Willing to work flexible hours and travel with minimal notice

- Ability to exercise discretion in handling confidential subject matter
- Strong computer skills with experience using word processing software

Considered an asset:

- Full understanding of Customary Care
- Three years management experience in child welfare protection or social service agency
- Experience within a multi-disciplinary team approach
- Experience working with children, youth, and families within a First Nation community

Job Duties:

General Activities: Depending on the particular case, the Band Representative Manager will ensure band representative staff will undertake the following range of activities, as provided for by the CYFSA:

- To liaise with other First Nation Band Representatives, Agencies and Legal Counsel
- accompany Children's Aid Service workers during investigations in First Nation Territory
- ensure that First Nation members are fully aware of their rights in child welfare proceedings
- develop and implement protocols with Child and Family Services and CASs engaged with First Nation members
- develop a working relationship with all Child and Family Services and CASs engaged with First Nation members
- liaises with the First Nation and the CAS
- liaises with the First Nation member families and the CAS
- provides family support services that promotes the culture and aspirations of the First Nation, working closely with other staff
- supports identifying community and family placements for First Nation children youth

Band Representation:

- Represent the First Nation at Court as a Party to Child Welfare proceedings
- Prepare Plans of Care, including recommendations for placement of children
- Prepare, respond to, and process legal documents as required
- Supports alternative dispute resolution in place of court proceedings;
- Provides knowledge, awareness and promotion of the * First Nation's position and interests to courts, Children's Aid Societies and other agencies;
- Engages legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters

Case Evaluation/Development:

- Compile all relevant case-related information and documentation
- Liaise with community service
- Coordinate Case Management Conferences with all community services involved to monitor Client's plan of care and progress Legal Responsibilities:
- Prepare, serve and file additions or amendments to the Client's Plan of Care
- Gather evidence, prepare arguments, produce and prepare witnesses and prepare draft orders

- Prepare for and attend settlement conferences to represent the First Nation interests □ Oral and written presentations in court, as required

Administrative:

- Case supervision
- Ensure yearly reports are submitted to finance
- Ensure staff files are maintained and updated on a regular basis
- Report to his/her immediate supervisor and Chief and Council, as directed
- Data collection, and submission of reports

Salary Range: Competitive depending on qualifications

Resumes will be accepted until March 21, 2023 or until filled.

Please email a Cover Letter, a Resume, a Criminal Reference Check and three professional references to: bandgeneralmgr@picmobert.ca Donna Sutherland – Band Manger

We would like to thank all candidates in advanced for your interest in working within the Netmizaaggamig Nishnaabeg (formerly Pic Mobert First Nation).