



Netmizaaggamig Nishnaabeg

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Job Posting Band Representative Assistant Job Description

Purpose and scope:

Under the direction of the Manager of Social Services and the Band Representative Coordinator, the Band Representative Assistant will provide assistance to the Band Representative Program in prevention, intervention awareness and administrative services to the community members of Netmizaaggamig Nishnaabeg. This position is a full-time position which requires a flexible schedule that includes evening programs and some weekends. A minimum, Post-Secondary Diploma in Social Work/Law Clerk/Child and Youth Worker or related field.

- A minimum of 3 years of Social Services experience with First Nations
- Must possess a valid class G drivers license, access to a reliable personal vehicle with 1,000,000 liability insurance
- A satisfactory criminal reference check and vulnerable persons sector check

Qualifications/ Skills:

- demonstrated 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
- knowledge of Case Management techniques
- strong written and oral skills
- strong negotiation skills, techniques and advocacy
- 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
- applying Anishinabek culture, values, traditions and teachings into programming where possible

Job Duties / Requirements:

General Activities: Assist the Band Representatives in the daily duties, pertaining to the Band Representative position.

- ability to take direction and work in a team environment, with a strong client service focus;
- accompany Band Representative workers in their everyday professional tasks
- have an understanding that First Nation members are fully aware of their rights in child welfare
- ensure client files are maintained and updated on a regular basis
- develop a working relationship with all Child and Family Services and CASs engaged with First nation members
- prepare, respond to, and process legal documents as required
- prepare, serve and file additions or amendments to the Client's Plan of Care
- ability to work in a fast paced and constantly changing environment
- ensuring accuracy, confidentiality and safekeeping of agency records
- 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
- good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the city and district

Salary Range: Competitive depending on qualifications

Resumes will be accepted until 4pm October 29, 2021 or until filled

Please email a Cover Letter, a Resume, a Criminal Reference Check and Vulnerable Sector Check, and a photocopy of your Driver's License to: healthandsocial@picmobert.ca – Rosalind Andrews, Manager – Social and Family Services Program.

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