



Netmizaaggamig Nishnaabeg

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Job Posting First Nation Band Representative Job Description

Purpose and scope: Under the direction of the Manager of Social and Family Programs, the Band Representative 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 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 is to protect the collective best interest of the First Nation's children and to ensure a culturally appropriate disposition of the case. The Band Representative ensures that every notification from a Child Welfare Agency is responded to within required time. This is a full-time position. The Band Representative must be flexible and available for on-call after hours and during weekends as required. (There is presently one other Band Representative on staff).

Mandatory Qualifications:

- 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 driver's license and own vehicle
- Must provide a Criminal Reference Check and Vulnerable Sector Check

Additional Qualifications:

- 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

Considered an asset:

- Full understanding of Customary Care
- Experience with Alternative Dispute Resolution
- Experience within a multi-disciplinary team approach
- Experience working with children, youth and families

Job Duties:

General Activities: Depending on the particular case, the Band Representative 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:

- Ensure client 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 4pm on 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).