JOB POSTING

Title: Child & Family Care Inherent Jurisdiction Coordinator/Administrator
Reports to: Band Administrator
Terms: 6-month contract
Hours: 35 hours per week
Salary: $25/hr
Location: Governance Building

Position Summary:
The Coordinator/Administrator will support and work under the direction of the Child and Family Care Law Working Committee, as it undertakes the drafting and planning for operationalizing of a Child and Family Care Law for the Chippewas of Saugeen First Nation, pursuant to Saugeen's inherent jurisdiction.

Duties:

- Coordinating and scheduling meetings of the Committee internally, and with Chief and Council, elders/traditional knowledge holders, and community members;
- Coordinating and supporting community consultation, engagement, information, and education concerning the Child and Family Care Law, through virtual and (potentially) in-person consultation and engagement sessions, social media, newsletters, and other communication forum, at the direction of the Committee;
- Organizing and maintaining files relating to oral histories, community feedback, and the work of the Committee, more generally;
- Coordinating the scheduling and documentation relating to meetings with internal and external parties and the Committee;
- Formatting and assisting with the drafting of correspondence and other communication in support of the Committee's work.

Qualifications:

- Degree in Public Administration, Governance, Social Work or related field; or
- Social Services Diploma with at least 3 years' experience in child welfare;
- Experience with and knowledge of administrative practices, child welfare and/or social and health services and support, and Anishinaabek culture and law.

Applications **MUST** include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers or email addresses (one must be current or most recent employer)

DEADLINE DATE: Tuesday, November 9, 2021 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment

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