

## JOB POSTING – REPOST



**Title:** Band Representative  
**Reports to:** Band Administrator  
**Terms:** Full-Time Permanent  
**Hours:** 35 hours per week  
**Salary:** \$65,000 - \$75,000 per annum dependent on qualifications  
**Location:** Health Centre

### **Position Summary:**

The Band Representative reports to the Band Administrator and Chief & Council; will represent all Saugeen First nation band membership children, regardless of location, before the courts; will ensure the heritage, cultural traditions, identity and rights of Saugeen First Nation children are protected and preserved by all parties involved in child welfare matters and working in conjunction with the current Band Representative.

### **Responsibilities:**

- Provides support, advocates to maintain family units, advocates for satisfactory solutions to family problems, liaises with related service agencies and explains the child and family service system
- Ensures effective delivery and monitors practices guided by relevant strategies to safeguard the children who are members of Saugeen First Nation and who are involved with Welfare Agencies have their rights to their own culture and community, protected and upheld
- Maintains a strong knowledge of the Child & Family Services Act, the policies and procedures of the Ministry of Children & Youth Services, Customary Care Provision and Kinship Care as CAS options rather than apprehension; including: completing and filing court forms, attending court appearances on behalf of Saugeen First Nation, communicating with Chief & Council, representing the interests of Saugeen First Nation
- Meet all timelines as needed to meet legislation that governs families
- Liaise with other First Nation Band Representatives, Agencies and Legal Counsel
- Accompany Children's Aid Service workers during investigations
- Ensure that Saugeen First nation band members are fully aware of their rights
- 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 by the new Ontario Court of Rules
- Compilation of all relevant case-related information and documentation
- Liaison with community services, including but not limited to, ACYPS, Family Well-Being Program, NAADAP, Mental Health Programs and visiting professionals to assess client(s) progress and suggest alternative plans if appropriate
- Coordinate Case Management Conferences with all community services involved to monitor Client's Plan of Care and progress
- 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 as set out by the new Court Rules
- Oral and written presentations in court, as required
- Ensure client files are maintained and update on a regular basis
- Report to the Band Administrator and/or Chief and Council as directed
- Data collection, and submission of reports
- Must confirm that the child is a member of the First Nation and research history of child and family in relation to the First Nation
- Make contact to other parties to the proceeding and gather information (agency, lawyer for child, applicants, parent)
- Make a case evaluation and in conjunction with Band Council/Child Welfare Committee
- Liaise with community resources (Child Welfare Committee, Prevention Worker, Family Support

and Community Workers, NNADAP, Community Health Workers, etc)

- Must initiate gathering of information or compilation of information gathered previously
- Must do case review meetings with representatives of the parties
- Must review files and applicant's plan
- Monitor status of the case and discuss settlement
- Coordinate preparation of the plan
- Consider the needs of the child(ren) and resources available
- Seek Band Council/Child Welfare Committee approval of plan
- Monitor status of the case and implementation of the plan for the child(ren)
- Report to and liaise with Band Council/Child Welfare Committee
- Compile data collection, completion and submission of data report form
- Must attend court hearings on child cases
- Deals with local Child Care and Protection
- Deals with children in custody, Crown Wards, Adoptions, Court Hearings, meeting with parents and custodians, meeting with native and non-native agencies, legal services
- Represents Chief and Council and the community or individuals
- Promote, support, and maintain effective working relations with First Nation communities
- Other related duties as assigned

### **Qualifications:**

- Degree in Social Work, Social Science or related field required; AND
- Minimum three (3) years' experience working in social services or related field in a First Nation
- Experience working with Indigenous people, organizations, and communities
- Knowledge and understanding of cultural sensitivity and traditional teachings
- Proven ability of accurate and comprehensive recordkeeping including keeping an up-to-date case log
- Analytical and problem-solving skills
- Able to interpret legislation and legal documentation
- Knowledge of Case Management techniques
- Strong demonstration of negotiation skills, techniques and advocacy
- Willing to work flexible hours and travel with minimal notice
- Ability to exercise discretion in handling confidential subject matter
- Excellent time management and strong organization skills; a multi-tasker
- Proven ability to maintain confidentiality
- Excellent computer skills for reporting and presentation purposes, and general office equipment knowledge
- Must have a valid Class 'G' driver's license with \$2M liability insurance with reliable method of transportation (organization fleet to be used; however may not always be available)
- Current Criminal Reference Check with Vulnerable Sector Search required (if offered position)
- Extensive knowledge of the Child and Family Services Act (CFSA) including Part IV; the Ministry of Child and Youth Services; and local Children's Aid Societies and local models and protocols
- Ability to establish and develop an active working relationship with all Child and Family Services
- Ability to work collaboratively with staff, community members, Chief & Council, and government agencies
- Confident working with justice system and other community service providers
- Demonstrates strong negotiation skills and techniques
- Ability to work effectively under pressure and in stressful situations
- Exhibits strong written, verbal, and evaluation skills
- Current First Aid/CPR with AED certification and updated as required
- Native Child & Family Service Worker Diploma
- Full understanding of Customary Care an asset
- Experience with ADR (Alternative Dispute Resolution)
- Experience within multi-disciplinary team approach
- Experience and proficiency in program administration with a solid knowledge base and proficiency in program and service development, delivery and evaluation

- Experience working with children, youth, and families

Applications **MUST** include:

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

**DEADLINE DATE: Friday, December 3, 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**

**Applications will be received:**

**Office:** Human Resources Dept, (519) 797-1224, Extension 1110

**By Fax:** (519) 797-3458

**By E-Mail:** [tina.jacobs@saugeen.org](mailto:tina.jacobs@saugeen.org)

**By Mail:** HR Dept, 6 Cameron Drive, RR#1, Southampton, ON N0H 2L0