



## JOB POSTING – REPOST

**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, December 7, 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 received by:

**Office:** HR Department, 519-797-2781, Extension 1110  
**By Fax:** (519) 797-3458  
**By E-Mail:** [tina.jacobs@saugeen.org](mailto:tina.jacobs@saugeen.org)  
**By Mail:** HR Department, 6 Cameron Drive, RR#1, Southampton, ON N0H 2L0