



Employment Opportunity

Junior First Nation Representative

Department: First Nation Representative Program, Social Services

Posting Date: January 13, 2023 – Open Posting

Location: Nipissing First Nation, ON

Schedule: Standard Work Week, Some Evenings & Weekends

Job type: Full-time, Contract end date May 2023

Vacancies: 1

Reports To: First Nation Representative Program Manager

Under the direction of First Nation Representative Program Manager, the Junior First Nation Representative is a highly motivated individual with advocacy skills, possessing knowledge of the Child and Youth Family Services Act (CYFSA-Ontario) and its application for the First Nation and its members.

This unique entry level position will help guide and train the incumbent with the goal of gaining experience in Social Services. The Junior First Nation Representative will start with 2 months of in-office file reviews, followed by 2 months of shadowing Band Representatives, and 2 months managing a small caseload.

What you'll do in the role

- Shadow fully trained First Nation Representatives
- With support of the First Nation Representative, assisting managing case files
- Virtual and in-person training; Learn to interpret legislation and legal documents
- Gain experience in case management while working within a multi-disciplinary team
- Gain strong written, verbal communication and time management skills
- Develop negotiation skills, techniques and advocacy
- Learn how to exercise discretion in handling confidential subject matter
- Gain knowledge of Bill C92
- Gain knowledge of new developments within the Child Welfare sector regarding Indigenous families and children
- Learn how to build rapport with families and children to develop effective and trusting relationships
- Develop and maintain a strong knowledge of the policies and procedures of the Ministry of Children and Youth Services, Customary Care Provision and Kinship Care as CAS options rather than apprehension
- Develop a working relationship with all Child and Family Services, CAS agencies and other service providers engaged with First Nation members
- Provide family support services that promote the culture and aspirations of the First Nation.
- Interact and support children through court proceedings, hearings, meetings with parents and caregivers, as well as Indigenous and non-Indigenous agencies and legal services



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- Create a Safety Plan with the family as an alternative to CAS involvement with the best interest of the child in mind at all times
- Act as an advocate on behalf of members who reside in institutions
- Facilitate and organize cultural revitalization activities involving both elders and youth of the community
- Recruit and establish foster homes and volunteers within the community
- Accompany Children's Aid Society (CAS) workers during investigations and on-going protection files with Nipissing First Nation members/affiliates
- Provide knowledge, awareness and promotion of the First Nation's position and interests to courts, Children's Aid Societies, and other agencies
- Ensure assigned client files are maintained and updated on a regular basis and are submitted for statistical reports
- Ensure that Nipissing First Nation members are fully aware of their rights in child welfare proceedings including processes to obtain legal advice
- Represent the First Nation at Court as a Party to the Child Welfare proceedings
- Prepare, respond to, and process legal documents as required
- Support alternative dispute resolution in place of court proceedings
- Engage legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters
- **Just a few reasons to join Nipissing First Nation**
- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have Post-Secondary Diploma or Degree in Social Work
- Must have a minimum of 8 months to 1 year of Social Services experience. Educational placement may be considered
- Familiarity with terms of legal documents including Voluntary Service Agreements, Safety Plans, Temporary Care Agreements and consents
- Direct experience with First Nations considered an asset
- Experience in the Child Welfare Sector considered an asset
- Understanding of the Child and Youth Family Services Act (Ontario) and proceedings involving First Nation's children
- Strong written and oral communication skills
- Computer skills with experience using word processing software and database software
- Understanding of Customary Care, considered an asset
- Experience within Family Law and Alternative Dispute Resolution considered an asset
- Experience working with children, youth, and families, considered an asset
- Must be flexible and available to work on-call, travel with minimal notice, and work after hours and weekends as required



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- Must possess a valid driver's license and have access to a reliable vehicle
- Must provide a Criminal Reference Check, Vulnerable Sector Check, and Provincial Child Welfare Check

Application Deadlines:

This posting is currently open to all qualified applicants until filled. As with all postings, registered Nipissing First Nation members will be given priority consideration. Please advise your status when submitting your application.

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.