



## Employment Opportunity

### Frontline Worker - OWL

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Department: Ojibway Woman's Lodge  
Posting Date: Friday, November 17, 2023  
Location: Nipissing First Nation, ON  
Schedule: Must be able to work Days/Evenings/Nightshifts  
Job type: Fulltime/Contract (Approximately 6 months in duration)  
Vacancies: 1  
Reports To: Manager, Ojibway Woman's Lodge  
Starting Wage: \$21.96

**Are you passionate about making a positive impact on the community? Ojibway Woman's Lodge is seeking a dedicated individual to join our team and contribute to the meaningful work we do.**

#### **What you'll do in the role**

- Participate in program planning, admission and discharge reports, documentation of case notes on computer-based data management system (W.I.S.H.)
- General and client related log information
- Consulting with the Director on significant client and operational concerns and issues
- Working collaboratively with Transitional and Crisis Support staff to develop plans and priorities for clients in a spirit of cooperation and teamwork.
- Client satisfaction survey, preparation of statistical data
- providing Crisis Intervention immediately and responsively, include management of Crisis Calls, screening calls, risk assessment, assessment of referrals, individual safety planning, dealing with the public, dealing with Law Enforcement/Child Protection Agencies, management of internal relations between residents, information sharing of concerns and issues.
- Providing counselling provisions in an empathetic, non-judgmental and culturally appropriate, sensitive manner with the goal of empowerment of the women served
- Provide information, advice, guidance and support for women and children
- Providing access to aboriginal healing techniques, networking and collaborating with external groups and partnering agencies in order to ensure effective and comprehensive service delivery
- Perform a variety of cleaning duties such as sweeping and mopping floors, dusting, wiping, disinfecting, garbage removal, recycling, household laundry, and washing/sanitizing dishes.
- Perform a variety of duties related to food preparation including cooking, meal planning, shopping, and Food safe practice.
- Perform other related duties as may reasonably be required by the Ojibway Women's Lodge Program Supervisor and Manager



## Employment Opportunity

### 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

### What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Degree or Diploma in the Social Services or related field
- Excellent working knowledge of, and commitment to, programs and services in culturally supported family life.
- Exhibits a high degree of initiative and self-direction; good analytical, organizational and communication skills.
- Well-developed interpersonal skills; strong interest in the well-being and development of family units.
- High level sensitivity to Native issues focusing on knowledge and understanding of abuse of women and children.
- Excellent public relations skills, including an appreciation of the need for tact, discretion, and a positive, cheerful, and informed approach with the public.
- Have or willing to obtain - First Aid/CPR Certification
- Have or willing to obtain Food safe Certification.
- Crisis Intervention skills training, conflict resolution training an asset.
- Ability to use computer-based data management (W.I.S.H.), Microsoft Office 2007
- Occupational Health and Safety Act Reporting, Procedures Collaboration Agreements and Protocols
- Possession of valid driver's license
- Obtain a valid Vulnerable Sector Check

### Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing December 1, 2023 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing December 8, 2023- 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three



## Employment Opportunity

### Closing December 15, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

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](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

#### **Are you a member of NFN? If so, please read below:**

- ✓ *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.*

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