



### Manager, First Nation Representative Program

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Department: Band Representative  
Posting Date: Friday, December 22, 2023  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Permanent  
Vacancies: 1  
Reports To: Director, Social Services  
Starting Salary: \$ 72,982

Are you ready to make a meaningful impact on the lives of Nipissing First Nation children and families? We are seeking an exceptional individual to join our team as Manager of the First Nation Representative Program.

You will act as a beacon of guidance and encouragement, playing a pivotal role in safeguarding the collective best interests of our community, while ensuring that Nipissing First Nation members are fully aware of their rights in child welfare proceedings. In addition to supporting the First Nation Representatives to advocate and obtain needed services on behalf of the First Nation families, you will establish protocols and actively create working relationships with all Child and Family Services and Children's Aid Societies engaged with First Nation members.

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

##### **General Activities:**

- Responsible for monitoring government policies and legislation
- Make recommendations and assist with developing policies, procedures, and services agreements on issues pertaining to child welfare, the First Nation Representative program and Nipissing First Nation
- Research sector trends and challenges; identify and apply best practices; support continuous improvement of services and programs that promotes culture and aspirations of Nipissing First Nation
- Carry out Strategic Planning and Capacity Building
- Complete financial requirements of the program through review and reporting
- Liaises with First Nation member families and CAS while building on identifying community and family placements for First Nation children and youth

##### **Communication**

- Communicate between Nipissing First Nation and Government Agencies
- Networking and collaborating with other First Nation Representatives
- Establishing protocols with CAS and Child and Family Services agencies



## Employment Opportunity

- Act as liaison between staff and senior management and ensuring representation of the interests of the First Nation Representative Program in public forums and public processes relative to child welfare and family matters.
- Participate as a member of the Anishinabek Nation Child Well-Being Working Group

### **First Nation Representation:**

- Depending on the case, the First Nation Representative Manager may undertake the following range of activities, as provided for by the CYFSA and federal legislation
- Represent the First Nation at Court as a Party to Child Welfare proceedings; supports alternative dispute resolution in place of court proceedings; engages legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters
- Provide knowledge, awareness and promotion of the First Nation's position and interests to courts, Children's Aid Societies, and other agencies
- Review and approve First Nation Representatives: Safety Plan with Family as an alternative to CAS involvement, and as needed, accompany Children's Aid Service workers during investigations with Nipissing First Nation members/affiliates

### **Case Evaluation/Development:**

- Conduct regularly scheduled staff meetings
- Monitor and oversee member support requests and cultural events for families.
- Review and approve First Nation Representatives: through Plans of Care, including recommendations for placement of children, responses for legal documents as required,
- Attend coordinated Case Management Conferences with all community services involved to monitor Client's plan of care and progress; such as legal responsibilities and Wiidooktaadyang
- Attend regular file reviews with PARNIP CAS

### **Administrative:**

- Preparation of the annual fiscal budget submission, financial projections, quarterly financial and service data reporting; while ensuring financial stability and accountability.
- Provide regular ongoing financial review, ensuring financial stability and accountability
- Proposal and grant application, overseeing projects, preparation of documentation for external funding subsidies and preparing and submitting final reports on expenditures.
- Review and approve First Nation Representative client files to ensure files are maintained and updated on a regular basis

### **Just a few reasons to join Nipissing First Nation**



## Employment Opportunity

- 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
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### **What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibwe
- A minimum, Post-Secondary Diploma in Social Work or related social field with 3 or more years of Social Services experience with First Nations, including demonstrated leadership and supervisory experience.
- Must have experience working with children, youth, and families within Child Welfare
- Must provide a Criminal Reference Check, Vulnerable Sector Check, and Child Welfare Check - Must possess a Class G driver's license with good standing. Must be physically capable of operating a vehicle safely, have an acceptable driving record, and personal insurance coverage.
- Access to a reliable vehicle to use during business as required (mileage is compensated).
- Working knowledge of governmental policies, programs, services, and procedures at the Federal, Provincial and Regional levels relative to First Nation's child welfare and protection services
- Able to interpret legislation and legal documents.
- Case/project management – overseeing employees throughout multiple stages of one or more files/projects; ability to coordinate activities and monitor progress toward specific goals; understand the basic processes and resources required to plan and execute a long-term project.
- Ability to exercise discretion and judgment when handling confidential, sensitive, and controversial information.
- Ability to analyze issues and problems, evaluate alternative solutions; develop sound conclusions, recommendations, and courses of action.
- Proficiency using business productivity applications including the Microsoft 365 suite (Outlook, Word, Excel, PowerPoint, Teams, and SharePoint), social media, etc.
- Ability to work outside normal business hours; evenings/weekend work may be required; respond to "after hours" emergencies as required.
- First Aid and CPR Certification or willingness to obtain.

### **Considered an asset:**

- Full understanding of Customary Care
- Experience within Family Law
- Experience with Alternative Dispute Resolution or Circles
- Experience within a multi-disciplinary team approach

### **Application Deadlines:**

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

**Closing January 5<sup>th</sup>, 2024 - 1st Round**



## Employment Opportunity

- 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 January 12, 2024 - 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

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.**