



## EMPLOYMENT OPPORTUNITY

### Frontline Worker

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Department: Ojibway Women's Lodge

Posting Date: Friday, June 21 , 2024

Location: Nipissing First Nation, ON

Schedule: Days, Evenings, Weekends, and Nightshifts

Job type: Fulltime/Permanent, 35hrs per week

Vacancies: 1

Reports To: Program Supervisor, Ojibway Women's Lodge

Starting Salary: \$40,768.00

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Appointed, as Ojibway Women's Lodge Frontline Worker, to assist in the delivery of the Ojibway Women's Lodge programs and services of the First Nation, within the administrative policies and procedures established and directed by the Chief Executive Officer.

#### **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 Manager 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 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.



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#### 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.
- Must have Degree or Diploma in Social Services or related field.
- Must have a Valid Class "G" Driver's license.
- 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 wellbeing 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.
- Occupational Health and Safety Act Reporting, Procedures Collaboration Agreements and Protocols.
- Must be able to obtain a valid Vulnerable Sector Check
- Must be able to obtain a Child Welfare Check

#### **APPLICATION DEADLINES:**

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

##### **Closing July 5, 2024 - 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 July 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



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- 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

#### **Closing July 19, 2024 - 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.**