



EMPLOYMENT OPPORTUNITY

Frontline Worker

Department: Social Services – Ojibway Women’s Lodge

Posting Date: August 2, 2024

Location: Nipissing First Nation, ON

Schedule: Days, Evenings, Weekends, and Nightshifts

Job type: Full-time, Contract

Vacancies: 1

Reports To: OWL Program Supervisor

Starting Salary: \$22.40/hour

What you’ll do in the role

- Assist in providing a safe and supportive residential environment for women and children escaping unsafe, threatening, or dangerous situations.
- Ensure the immediate needs of residents are met, including safety, security, and emotional support.
- Support the delivery of counseling and social development programs for residents, aiding their recovery and empowerment.
- Assist in providing family support services tailored to the needs of the families staying at the lodge.
- Monitor and evaluate the effectiveness of the counseling, social development, and family support programs and services.
- Collect feedback from residents and participate in assessments to improve program delivery and outcomes.
- Maintain accurate records related to program participation and outcomes.
- Prepare reports as required on program effectiveness and resident progress.
- Work collaboratively with other staff members, community organizations, and service providers to enhance the support services offered.
- Participate in training and professional development to stay informed about best practices in supporting survivors of abuse and sexual assault.
- Ensure the safety and security of self, fellow employees, and residents by adhering to security precautions and occupational health and safety procedures.
- Follow emergency plans based on incident management systems affecting the shelter's operation.
- Investigate all critical incidents and report serious occurrences to the Program Supervisor or Manager.
- Participate in program planning and complete admission and discharge reports.
- Document case notes on the computer-based data management system (W.I.S.H.) and maintain general and client-related log information.
- Consult with the Manager on significant client and operational concerns.
- Collaborate with Transitional and Crisis Support staff to develop client plans and priorities.



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- Manage crisis calls, assess risks, and create safety plans. Interact with the public and agencies as needed.
- Provide empathetic, culturally sensitive support and counseling. Offer guidance, access to healing techniques, and collaborate with external partners.
- Perform cleaning tasks, manage food preparation, and maintain the facility. Ensure cooperative living and general upkeep.
- Perform other related duties as assigned by the Ojibway Women's Lodge Program Supervisor.

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
- Occupational Health and Safety Act Reporting, Procedures Collaboration Agreements and Protocols
- Possession of valid driver's license
- Obtain a valid Vulnerable Sector Check



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APPLICATION DEADLINES:

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

Closing August 16, 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 August 23, 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

Closing August 30, 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 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.