



## EMPLOYMENT OPPORTUNITY

# Frontline Worker

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Department: Ojibway Women's Lodge

Posting Date: Friday November 22, 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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**OJIBWAY WOMEN'S LODGE**  
Respect, Security, Harmony

**Are you passionate about supporting women and children in a culturally sensitive and empowering environment? The Ojibway Women's Lodge is seeking a compassionate and dedicated individual to join our team.**

### **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.



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- 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.

#### **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 December 6, 2024 - 1st Round**



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- 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 13, 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 December 20, 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.**