



# First Nation Representative

---

Department: Social Services – First Nation Representative Program

Location: Nipissing First Nation, ON

Schedule: Standard Work Week

Job type: Full-time, Permanent

Vacancies: 1

New/Existing: Existing

Reports To: Manager, First Nation Representative

Salary Range: \$69,942.60 - \$92,274.00

- Do you have a passion and experience advocating for others?**
- Do you have social service education and experience and want to make a difference?**
- Have you worked directly with First Nations in the past?**
- Are you comfortable working navigating within the Child Welfare or judicial system?**
- Have you been a liaison and resource between multiple conflicting parties?**

If you answered yes to these questions, you may be a fit to become a First Nation Representative with Nipissing First Nation.

NFN is seeking a highly motivated and passionate individual with exceptional advocacy skills to join our dedicated team of Social Service professionals as a First Nation Representative. As a First Nation Representative, you will act on behalf of Nipissing First Nation children and families involving the First Nation's children and youth under the Child and Youth Family Services Act (CYFSA) in Ontario.

The First Nation Representative will protect the collective best interests of the NFN children and ensure a culturally appropriate disposition of the case. The intention of this position is to ensure all notifications from the Child Welfare Agencies are responded to and addressed within the mandated time frame while working within the administrative policies and procedures.

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

- Develop strong working relationships with Child and Family Services, CAS agencies, and other service providers engaged with First Nation members locally, provincially and across Canada
- Connect families with appropriate prevention programs tailored to address the specific needs of children, youth, and families within and outside the community.
- Provide family support services that promote the culture and aspirations of the First Nation.
- Provide invaluable support to children during court proceedings, meetings with parents and caregivers, and interactions with Indigenous and non-Indigenous agencies and legal services.
- Advocate on behalf of members who reside in institutions.
- Familiar with terms of legal documents including Voluntary Service Agreements, Safety Plans, Temporary Care Agreements and consents.
- Facilitate and organize cultural revitalization activities involving both elders and youth of the community.
- Recruit and establish foster homes and volunteers within the community.
- Liaise with other First Nation Band Representatives, Child and Family Service Agencies and Legal Counsel.
- Liaise with the First Nation Member families and service providers as necessary.
- Provide input and direction in case conferences, service planning with families including caregivers of the children.
- Provide knowledge, awareness and promotion of the First Nation's position and interests to courts, Children's Aid Societies, and other agencies.
- Compile all relevant case-related information and documentation.



## Employment Opportunity

- Liaise with community services and attend coordinated Case Management Conferences with all community services involved to monitor client's plan of care and progress; example: Wiidooktaadyang.
- Ensure assigned client files are maintained and updated on a regular basis.
- Prepare, respond to, and process legal documents as required.
- Engage legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters.
- Prepare, serve, and file additions or amendments to the Client's Plan of Care.
- Prepare for and attend settlement conferences to represent the First Nation's interest and the best interest of the child(ren).
- Oral and written presentations in court, as required.

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

### What you bring to the table

- Must have Post-Secondary in Social Work/Law Clerk/Child and Youth Worker or related **Social** field.
- Must have a minimum of 3 years of Social Services experience; direct experience with First Nations considered an asset.
- Must have experience working within the legal or judicial system.
- Must be familiar with terms of legal documents including Voluntary Service Agreements, Safety Plans, Temporary Care Agreements and consents.
- Demonstrated knowledge and understanding of the Child and Youth Family Services Act (Ontario) and proceedings involving the First Nation's children.
- Strong computer skills with experience using word processing software and database software.
- Understanding of Customary Care, considered an asset.
- Experience within Family Law and Alternative Dispute Resolution considered an asset.
- Experience working with children, youth, and families.
- Must be willing to travel provincially and across the country to meet with families for mutually scheduled dates.
- Must be willing to work flexible hours and travel with minimal notice locally.
- Must be flexible and available to work on-call, after hours and weekends as required.
- Must possess a valid driver's license and have access to a reliable vehicle.
- Must provide a Criminal Reference Check and Vulnerable Sector Check.
- Respect for Indigenous culture and willingness to learn Ojibwe.
- Able to interpret legislation and legal documents.
- Possess knowledge of case management techniques.
- Knowledge and experience working within a multi-disciplinary team approach.
- Strong written, verbal communication and time management skills.
- Strong negotiation skills, techniques and advocacy.
- Ability to exercise discretion in handling confidential subject matter.
- Knowledge of Bill C92.



## Employment Opportunity

- Knowledge of new developments within the Child Welfare sector regarding Indigenous families and children.
- Ability to serve as a positive model in the community.
- Ability to build rapport with families and children to develop effective and trusting relationships.
- Be interested in various training to stay up to date to better serve our members/affiliates.
- Ability to follow safety protocols when involved in a high-risk file.

### **Application Deadlines:**

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

#### **Closing May 16, 2025 - 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 May 23, 2025 - 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 May 30, 2025 - 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.**