



Beausoleil First Nation

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Date Posted: November 3, 2021

Employment Opportunity

The Band Representative acts on behalf of the First Nation as a party in the court proceedings involving the First Nation's children and youth under CYFSA. The role of the Band Representative is to protect the collective best interest of the First Nation's children and to ensure a culturally appropriate disposition of the case. ***Preference will be given to person's of aboriginal decent.***

Job Title: BAND REPRESENTATIVE

Description:

- A minimum, Post-Secondary Diploma in Social Work/Law Clerk/Child and Youth Worker or related field.
- A minimum of 3 years of Social Services experience with First Nations
- Must possess a valid driver's license and own vehicle
- Must provide a Criminal Reference Check and Vulnerable Sector Check
- Demonstrated knowledge and understanding of the First Nation's Interest in Child, Youth and Family Services Act (Ontario) and proceedings involving the First Nation's children
- Able to interpret legislation and legal documents
- Knowledge of Case Management techniques
- Strong written and oral skills
- Strong negotiation skills, techniques and advocacy
- Willing to work flexible hours and travel with minimal notice
- Ability to exercise discretion in handling confidential subject matter
- Strong computer skills with experience using word processing software

Job Duties: General Activities: Depending on the particular case, the Band Representative may undertake the following range of activities, as provided for by the CYFSA:

- to liaise with other First Nation Band Representatives, Agencies and Legal Counsel
- accompany Children's Aid Service workers during investigations in * First Nation territory
- ensure that * First Nation members are fully aware of their rights in child welfare proceedings
- develop and implement protocols with Child and Family Services and CASs engaged with * First Nation members
- Develop a working relationship with all Child and Family Services and CASs engaged with * First Nation members
- liaises with the * First Nation and the CAS
- liaises with the * First Nation member families and the CAS
- provides family support services that promotes the culture and aspirations of the * First Nation
- supports identifying community and family placements for * First Nation children youth
- Represent the First Nation at Court as a Party to Child Welfare proceedings
- Prepare Plans of Care, including recommendations for placement of children
- Prepare, respond to, and process legal documents as required
- supports alternative dispute resolution in place of court proceedings;
- provides knowledge, awareness and promotion of the * First Nation's position and interests to courts, Children's Aid Societies and other agencies;
- engages legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters
- Compile all relevant case-related information and documentation
- Liaise with community service,
- Coordinate Case Management Conferences with all community services involved to monitor Client's plan of care and progress Legal Responsibilities:
- Prepare, serve and file additions or amendments to the Client's Plan Of Care
- Gather evidence, prepare arguments, produce and prepare witnesses and prepare draft orders
- Prepare for and attend settlement conferences to represent the First Nation interests
- Oral and written presentations in court, as required
- Ensure client files are maintained and updated on a regular basis
- Report to his/her immediate supervisor and Chief and Council, as directed
- Data collection, and submission of reports

Duration: Term Contract

Salary: DOQ/DOE

Closing Date: **Monday November 15, 2021 at 4:30 pm**

Hours of Work: 35 hours per week Monday-Friday, able to flex hours for evening meetings

Supervisor: Social Services Director

Applications shall be delivered to the Beausoleil First Nation Administration Building. Applications must consist of the following: Cover letter, resume and 2 employment references Copies of relevant Diploma/Certificate. Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, jobs@chimnissing.ca however, applicants selected for an interview must present the original signed letter of application at the interview.

Thank you to all who apply, however, only those selected for an interview will be contacted.