

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
First Nation Child Welfare Representative (FNCWR)
6 Month Contract with Possibility of Renewal

POSITION: First Nation Child Welfare Representative

POSTING DATE: November 20/2020

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: Health and Social Services Manager

HOURS OF WORK: Monday to Thursday, 8:30 a.m. to 4:30 p.m. including a ½ hour unpaid meal break
Additional hours and/or overtime may be required per the Hours of Work and Overtime policies.
Position includes a bi-weekly after-hours emergency on-call rotation.

DUTIES:

Under the direction of the Health & Social Services Manager, the First Nation Child Welfare Representative (FNCWR) is a highly motivated individual with exceptional advocacy skills and possesses critical knowledge of the Child and Family Services Act. The FNCWR acts on behalf of Mississaugas of Scugog Island First Nation (MSIFN) as a party in the court proceedings involving the First Nation's Children under the Child and Family Services Act. The role of the FNCWR is to protect the collective best interest of MSIFN children and to ensure the heritage, cultural traditions, as well as identity and rights of MSIFN members are protected and preserved in all child welfare matters.

KEY JOB FUNCTIONS

Depending on the particular case, the FNCWR may undertake the following range of activities, as provided for by the Child and Family Services Act (Ontario):

- Liaise with other First Nation Band Representatives, Agencies and Legal Counsel
- Accompany workers of child protection agencies during investigations
- Ensure that MSIFN band members are fully aware of their rights
- Attend all child welfare investigations into allegations of child abuse and neglect, to determine the best possible care for a child

Band Representation:

- Plan, organize and deliver the Child Welfare Services Plan with assisting the child(rens) and families as per the Dnaagdawenmag Binnoojiiyag Child & Family Services Regional Child Welfare Protocol
- Represent the First Nation at court as a party to child welfare proceedings
- Prepare Plans of Care, including recommendations for placement of children
- Look into long-term protection concerns that have been identified and work collaboratively with the children and families to ensure the safety of children
- Assist clients in locating and using community resources including legal, medical, financial assistance, housing, employment, transportation, assistance with moves, day care and other referral services

Case Evaluation/Development:

- Compile all relevant case-related information and documentation
- Liaise with community services, including, but not limited to; Healthy Lifestyle Program, Addiction and Mental Health Programs and visiting professionals to assess client(s) progress and suggest alternative plans if appropriate
- Coordinate Case Management Conferences with all community services involved to monitor Client's plan of care and progress
- Assist to help keep families together and to reunite families by providing intervention, advocacy, support and guidance
- Assist clients to sort out options and develop plans of action while providing necessary support and

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 as set out by new Court Rules
- Deliver oral and written presentations in court, as required
- Prepare, respond to, and process legal documents as required by the new Ontario Court rules

Administration

- Maintain Child and Family Services records as per the MSIFN Privacy Policy
- Prepare correspondence
- Maintain program statistics for purposes of evaluation, research, and reporting

Financial Management

- Prepare annual financial budget and work plan related to the program
- Prepare cheque requisitions
- Monitor costs to budget to ensure programs are operating within the approved budget and provide variance reports
- Provide quarterly/annual reports for all program funding sources within the scope of the Child Welfare Program
- Prepare funding proposals as required

Child and Family Services

- Meet with clients to assess their progress, provide support and discuss any difficulties or problems
- Assist in evaluating the effectiveness of treatment programs by tracking clients' behavioural changes and responses to interventions
- Maintain contact with the Chief/Portfolio holder, as per the protocol, and other social service agencies and health care providers involved with clients to provide information and obtain feedback on clients' overall progress
- Make all efforts are to ensure that needs of the child(ren) are being held to the highest degree through such forms as Alternative Dispute Resolution (ADR), to represent the interests of the MSIFN in advocating for the best interests of children
- Work with First Nation members to help recruit, assess and support an increase of foster homes

Emergency On-Call Child Welfare Service

Respond to acute community emergencies related to Child Welfare outside of regularly scheduled work hours, on a bi-weekly rotational basis with identified HRC employees.

Related and other duties

- Attend regular case management and staff meetings to provide updates on the status of the program
- Maintain client and patient files and information
- Special projects, assigned tasks and additional regular duties as required by the Supervisor

PAY RATE: \$30.90/hour (G1)

MINIMUM QUALIFICATIONS:

- Post-Secondary Social Work Diploma and/or Legal Services Diploma
- Current First Aid and CPR certification
- Minimum 3 Years related work experience and 5 years total work experience
- Valid driver's license and \$1M liability insurance
- CPIC/VSS acceptable to position upon conditional offer
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations
- Knowledge of financial budgeting processes
- Computer skills: Microsoft Word, Excel, PowerPoint, email, internet
- Knowledge of Privacy legislation
- Knowledge of the Child and Family Services Act and other related federal and provincial legislation
- Knowledge of the local Children's Aid Society
- Knowledge of the local Ministry of Child and Family Services Office

- Knowledge of First Nations Child Welfare issues and developments
- Knowledge of the Family Court System
- Knowledge of case work management and prevention processes
- Knowledge of children's recreation and social development programs
- Knowledge of local agencies that assist families

Considered an asset:

- Knowledge of MSIFN programs and services
- Alternative Dispute Resolution Training

TO APPLY: Complete application form (mandatory - can be picked up at the First Nation office) or also send resume, including a cover letter, to Merridy Curtis (e-mail or fax acceptable).

DEADLINE: **Position will remain open until filled.**

QUESTIONS: Merridy Curtis, Human Resources Coordinator
Phone: 905-985-3337 Ext. 242
Fax: 289-312-4647
mcurtis@scugogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"