



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

FASD COORDINATOR - FULL TIME

PROGRAM AREA:	HEALTH SERVICES
POSITION TITLE:	FASD COORDINATOR
REPORTING PROTOCOL:	REPORTS TO THE HEALTH DIRECTOR

POSITION SUMMARY: The FASD Coordinator will provide compassionate, FASD knowledge based, trauma informed and client centered support to children and youth and their families using an approach that is guided by the knowledge that ‘Every Child wants to do their best’. The FASD Coordinator will lead the development of a strengths-based support care plan for children and youth with FASD or possible FASD, ensuring that care plans are reflective on the knowledge that each child or youth is individual and how FASD impacts their life. The FASD Coordinator will work with the family, service providers and educators to build capacity for supporting the child/youth and identify strategies to meet the specific needs of the child/youth and family based on the best available evidence of FASD supports. The FASD Coordinator will support service providers work towards a set of common goals identified on the client’s care plan. Included in this role is providing educational and support services to parents to complete assessments and implement plans of care, helping families overcome challenges, and advocating for family needs.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Degree/diploma in Social Work, Nursing, Mental Health, or other relevant program of study
- A minimum of three (3) years direct experience working with children, youth, and families in a counselling, social development, health care related experience or related health care experience setting.
- Proven ability to develop wholistic plans of care with client and ensure a connection with the appropriate resources.
- Ability to work with children, youth and families and to provide appropriate supports through a trauma informed lens.
- Working knowledge and understanding of FASD to support the system navigation of a potential diagnosis.
- CPIC - Vulnerable Sector Check must be provided prior to attending to site.
- Must possess a valid Class G License and must have reliable transportation and able to travel as needed.
- Current First Aid/CPR and AED training.

SKILLS REQUIRED:

- Belief that Every Child wants to do their best.
- Ability to work with complex developmental behavioral conditions to help each child reach their full potential.
- Ability to apply trauma informed care in all aspects of service delivery.
- Ability to work with children and youth and their families as a unit while ensuring the needs of the individuals within the unit are acknowledged and supported.

- Passion for supporting and working with a team, and are committed to a collaborative, attuned, strengths-based approach to problem solving and capacity building.
- Experienced developing and facilitating education for parents and caregivers.
- Ability to complete assessments and have sensitive conversations with parents and caregivers an asset.
- Self-motivated and able to work independently, balanced with a commitment to a collaborative team approach.
- Excellent organizational, interpersonal, written and oral communication skills.
- Personable, team orientated, task focused and thorough in working with detail.
- Develop strong working relationships with co-workers, supervisors, sub-contractors, and management.
- Proficient in Microsoft Office and its applications: MS Word, MS Excel, MS Access, MS PowerPoint, Outlook 365 etc.
- Self-starter, efficient, reliable, and willing and able to assume responsibility with minimal supervision.
- Ability to take initiative and think creatively to problem solve while handling multiple responsibilities in a professional manner.
- Strong professional ethics.
- Ability to work with clients and community in a sensitive, caring, and confidential manner.
- Knowledge of the history, dynamics, and culture of this community and of First Nations as a whole.
- Knowledge and understanding in health services and program delivery or health administration.
- Experience working in an administrative/clerical setting.
- Knowledge of electronic medical records and/or other health information systems.
- Familiarity with third party benefit programs since the processing of Non-Insured Health Benefits is an essential part of the program.
- Previous experience working in health services setting.
- Experience working with Indigenous people and organizational service delivery, customs, and traditional values.
- Experience and knowledge of external service agencies and their deliverables.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – APRIL 25TH, 2024, AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – FASD Coordinator**

Email to: hr.assistant@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

Fax: 519-786-2108

A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org

Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT