



Chippewas of Kettle & Stony Point First Nation

6247 Indian Lane
Kettle & Stony Point FN, Ontario, Canada N0N 1J1

EMPLOYMENT OPPORTUNITY – Family Services Resource Coordinator

POSITION SUMMARY: The Family Services Resource Coordinator will work with The Circle of Services Networking Group which is comprised of Kettle and Stony Point Health Services, R.C. George Legal Counsel, Mnaasged Child & Family Services area, and other agencies when necessary. The Family Services Resource Coordinator is responsible for the coordination of supports and services and developing an annual budget and work plan that addresses the needs of the Kettle & Stony Point First Nation families, children and individuals focused on the Family Well-being Guiding Principles outlined below:

FWB Program Guiding Principles

- Designed and delivered by and for Indigenous communities
- Programs are culturally safe
- Programs are holistic
- Programs are prevention-focused
- Individual workers are connected and supported as part of a system/network

As each of these areas are involved in various aspects of programs and services around our families, children and individuals, whether through the court system, community based programs, child and youth protection and prevention strategies, the Family Services Resource Coordinator will coordinate services and activities within these areas, develop work plans and budgets, and be a full resource to each of the areas as required.

REPORTING PROTOCOL: THE FAMILY SERVICES RESOURCE COORDINATOR REPORTS DIRECTLY TO THE FIRST NATION MANAGER/CEO OR DESIGNATE

PRIMARY DUTIES:

- Work with The Circle of Services Networking Group and service providers to provide family children and individuals oriented services.
- In consultation with the service providers and clients, design, implement, follow-up, evaluate and coordinate client specific centred plans.
- Participate with service providers in designing, implementing, evaluating and coordinating violence prevention activities.
- In consultation with The Circle of Services Networking Group introduce the Family Well-Being program by developing a client orientation brochure.
- Participate with the Circle of Services Networking Group to develop a framework for outcome evaluation based on the program guiding principles criteria.
- In conjunction with The Circle of Services Networking Group, develop a minimum two (2) year budget, with the budget based on the current Union of Ontario Indians (UOI) Family Wellbeing funding commitment and criteria.

SECONDARY DUTIES:

- Ensure work plan tasks and activities are culturally focused, holistic in nature, family violence prevention focused, and can result in deliverables that can be coordinated within each of the program and service areas.
- Monitor budgets and work plans to ensure they are meeting the First Nation's programs and service objectives, as well as compliance with reporting requirements.
- Attend Service & Program Meetings, General Band Meetings, and other meetings as required and as assigned, within and outside of the community.
- To become fluent in the by-laws, culture, principles and values of the community/territory.
- Attend appropriate workshops, seminars, and training sessions as required and as assigned to remain current and up-to-date on topics of concern to the work assignments for the position.

EDUCATION / SKILLS REQUIREMENTS:



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- Minimum Post-Secondary Degree in Social Work, Child Welfare or Prevention; or a combination of education and a minimum of 5 years proven experience in a similar or related position.
- Must have administrative and financial accountability experience.
- Experience working in First Nation communities is essential.
- Knowledge of Anishinaabe culture and language would be an asset.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Excellent computer skills an asset.
- Follow the Chippewas of Kettle & Stony Point First Nation Employee Policy Manual

HIRING REQUIREMENTS:

- 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.
- Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunity as per Section 16(1) of the Canadian Human Rights Act (Aboriginal Employment Preference Policy)

Application to Include: Cover letter, resume and three work related letters of reference

Please submit your application to:

Kettle & Stony Point Administration Building
Att: Lorraine George, First Nation Manager/CEO
6247 Indian Lane, KSPFN, ON, N0N 1J1
Fax: 519-786-2108

A full Job Description is available at the front reception in the Administration Office

Only qualified applicants will be contacted for an interview

Deadline for application is July 24, 2017 at Noon