



CHIPPEWAS OF KETTLE & STONY POINT EMPLOYMENT OPPORTUNITY

EMPLOYMENT POSTING

PROGRAM AREA:	Family Well-being
POSITION TITLE:	Family Well-being Program Assistant
REPORTING PROTOCOL:	Reports directly to the Family Services Resource Coordinator

POSITION SUMMARY: The Family Well-Being Program Assistant will work with Family Services Resource Coordinator. The Family Well-Being Program Assistant will be responsible to assist with the coordination of programs and services delivered through the Family Well Being Program and the Circle of Services Networking group, which is comprised of the KSPFN departments and other agencies when necessary. The Family Well Being Program Assistant will assist the Family Services Resource Coordinate in developing work plans that address the needs of the community based 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

EDUCATION

- Grade 12 diploma or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills.
- Post-Secondary diploma in the area of social work, business or office administration or similar field is an asset

SKILLS REQUIRED:

- Experience working in the First Nation Communities Essential
- Must have proficient level of communication skills, verbal and written
- Must possess excellent organizational and time -management skills
- Excellent computer skills
- Must have a current and valid Driver's License and dependable vehicle
- A vulnerable section CPIC (criminal records check) is required.

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,
by **Wednesday November 4, 2020 at 4pm**

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: Human Resource Department – Family Well-Being Program Assistant
6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

Please call for a full Job Description 519-786-2125

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**