



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY -
FULL TIME – SECOND POSTING

PROGRAM AREA:	CHILD AND FAMILY SERVICES DEPARTMENT
POSITION TITLE:	FAMILY LIAISON WORKER
REPORTING PROTOCOL:	REPORTS TO THE CHILD & FAMILY SERVICES DIRECTOR

POSITION SUMMARY: The Child and Family Services Family Liaison Worker will act as a liaison for children, youth and families. Will facilitating access to community services and resources through advocacy, referrals, assisting with applications for housing, birth registration, Jordan Principle, etc. Will support families navigate and bridge barriers to the complex web of social services available that are needed to mitigate protection concerns. Will support families for early intervention/prevention programs and resources to those at risk of being involved with a child welfare agency. Will support and assist with the food security program. Will support programs and activities that promote the safety and well-being of the Nation's children, youth and families by providing culturally based services in accordance with the First Nations standards.

ABILITIES REQUIRED:

- Must have good working knowledge of Microsoft Office using Word and Excel.
- Must have excellent communication skills, oral and written.
- Must be punctual and maintain good attendance.
- Demonstrated ability to work in stressful situations.
- Ability to work as a team, together with colleagues and other services helpers.
- Knowledge of community organization and resources.
- Ensures a high degree of professionalism and confidentiality.
- Maintains a working knowledge of the Ontario Child, Youth and Family Service Act.
- Demonstrated proficiency in recording and documentation.
- Appreciation and understanding of the First Nation history, culture, language and goals of the Chippewas of Kettle and Stony Point First Nation would be an asset.
- Must possess a current and valid Driver's License and dependable vehicle.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Diploma / Degree in Social Services, Human Services or Early Childhood Education Field.
- Combination of education and experience may be considered.
- 3-year experience of working in the social field and with First Nation families.
- Expert knowledge of Child, Youth and Family Services Act.

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 UNTIL POSITION IS FILLED**

ATTN: HR Department – Family Liaison Worker

Email to: hr.assistant@kettlepoint.org

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

Fax to: 519-786-2108

For a full Job Description email 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.