



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

FULL TIME - 2 YEAR CONTRACT

PROGRAM AREA:	ADMINISTRATION
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 directly with the Family Services Resource Coordinator. The Family Well Being Program assistant will be responsible to assist with coordination of programs and services delivered through the Family Well Being Program and the Circle of Services Networking group, which is comprised of KSP Health Services, KSP Child and Family Services and other agencies when necessary. The Family Well Being Program Assistant will assist the Family Services Resource Coordinator in developing work plans that address the needs of the community based on the Family Well Being Guiding Principles outlined below:

Family Well-Being Program Guidelines

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

The Family Well Being Program Assistant will be available as a resource to assist in all areas of service providers within the community when dealing directly with Kettle and Stony Point First Nation families.

SKILLS REQUIRED:

- Experience working in First Nation Communities Essential.
- Knowledge of Anishinaabe culture and language would be an asset.
- Must have proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Excellent Computer Skills an asset.
- Ability to work effectively and productively with the community, other community organizations, agencies, government and other agencies outside the community.
- Must Possess a current and valid Driver's Licence and dependable vehicle.
- A Vulnerable Section CPIC (criminal records check) is required to be submitted and updated as required.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Post secondary studying in the area of Social Work, Business, Office administration **or** a combination of skills and experience working in a similar or related field.

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 – DECEMBER 5TH, 2022

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **Administration – Family Well-Being Program Assistant**
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