



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

FAMILY SERVICES RESOURCE COORDINATOR – FULL TIME

PROGRAM AREA:	ADMINISTRATION
POSITION TITLE:	FAMILY SERVICES RESOURCE COORDINATOR
REPORTING PROTOCOL:	REPORTS DIRECTLY TO THE FNM/CEO OR DESIGNATE

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, Child & Family Services, Sports and Recreation Coordinator 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:

FAMILY WELL-BEING 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.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- 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.

SKILLS REQUIRED:

- Experience working in First Nation communities 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.
- Must possess a current and valid Driver's License and dependable vehicle.
- A Vulnerable Section CPIC (Criminal records check) is required to be submitted and updated as 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 COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – NOVEMBER 28TH, 2024

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – Family Services Resource 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