



Position: Band Representative Lead

Salary: \$65,711 – \$74,014

Hours of Work: 32 hours/week on-call

Circulation Level: Level I

Accountability: Child & Family Services Manager

Employment Status: 2 years contract

Preferences: MFN Band Members

The Band Representative Lead will perform the following duties:

- Reading and answering emails promptly; carrying out directives by manager, communication of needs at least one week in advance for materials, supplies and programming approval; Prepare and complete daily activity programming reporting in database.
- Assist Band Representatives with the recording and maintenance of their employee profiles in the area of specialized training, certification and experience gained.
- Assign all new cases or existing cases to the department Band Representative including the Band Representative Lead. This will be based on experience, complexity of the case and current case load.
- Provide consultation with Band Representative assigned to complex case files and keep updated on the progress of these files.
- Coaching, observing, and supporting Band Representatives and Family Preservation Worker, on occasion, by attending home visits with their assigned families, children, youth, and/or others. This will be dependent on the complexity of the case or when is felt to be necessary.
- Confirm that the child is a member and/ or eligible to be registered for membership with the Mississauga First Nation. Assist with registration for membership, if necessary.
- Assist families and the Nogdawindamin Family and Children Services in the intervention (apprehension) process.
- Research and prepare for cases through collaboration with the Nogdawindamin (NOG).
- Attend appropriate meetings to ensure the interests of the Mississauga First Nation are included in the Plan of Care.
- Maintain accurate information regarding the status of Band members involved with a Child Protection Agency.
- Negotiate with the parties or develop an Alternate Plan considering the needs of the child(ren) and the resources available.
- Consult with the Band Lawyer on complex court cases and/or complete, serve and file necessary court documents to maintain party status in cases; Attend all court dates or commission a lawyer or other worker as a representative to attend all court dates.
- Immediately notify supervisor of adoption notices and respond to all adoption notices immediately.
- Case conference with involved parties within the allotted time following notifications to create a plan of care/service with community on the role, responsibilities, and duties of the Band Rep position and steps to take in the event of a Child Protection Agency involvement.
- Ensure accuracy, confidentiality, and security of all program records.
- Assist with recruiting foster families, respite care, and in-home support as needed.
- Prepare and submit quarterly and annual reports of activities.
- Prepare and submit statistical program and activity reports.

The Band Representative Lead will possess the following qualifications, skills, experiences, and attributes:

- Completion of Post-Secondary Education in related field (Social or Human Resources) and a minimum of two years' experience working with families.
- Must possess current First Aid and CPR certificate
- Driver's license, insurance and access to a vehicle required.
- Clear Vulnerable Sector Check (CPIC)
- Ability to work flexible hours.
- Excellent communication skills, written and oral.
- A positive role model in the community as an active and responsible individual.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department

P.O. Box 1299 Blind River, Ontario P0R1B0

Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississauga.com **FAX:** 705-356-1740

Deadline: August 7, 2024

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.