

## **FIRST NATION BAND REPRESENTATIVE – On Reserve**

### **ABINOOJI ONIGA'NIIM COMMUNITY CARE PROGRAM**

*The First Nation Representative – ON RESERVE is a position within the Anishinaabeg of Naongashiing's Child and Family Services Community Care Program Abinooji Oniga'niim that reports directly to the First Nation Director of Child and Family Services. The First Nation Representative of Child and Family Services Abinooji Oniga'niim is responsible but are not limited to; advocate for AON children and youth in court and liaise with other First Nation Representatives, Agencies and Legal Counsel, provide family support services and coordinate case management, develop and adhere to plans of care and prepare, respond to and process legal documentation as requires*

#### **RESPONSIBILITIES**

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##### **Key Responsibilities/Core Competencies:**

##### **Case Management:**

- Completes required documentation, manages case files and other administration duties relating to child welfare
- Follow-up referral concerning the needs of the child (ren) and who are, members of the First Nation on and off the reserve
- Investigate, review and assess the needs for care and support of the referral of child(ren)
- Open and maintain case record on each case in service
- Consult with other band services and with external agencies on the provision and coordination of services to child(ren) and their families
- Review case on regular basis and schedule case reviews on a quarterly basis with the AON Family Counselor and CCP Team, supplying to these reviews an updated case record, to assess progress and to make adjustment in the service plan according to the changing needs of the client
- Consult and liaise with members of the extended family as needed throughout the course of the case
- Provide primary care and support to child(ren) and families requiring service as determined by the approved service plan of Abinooji Oniga'niim
- Accompanying Child's Aid Service Workers during investigations
- Supporting First Nations children, youth and families involved or at risk of involvement with the child and family services system outside of their home communities, including working across different regions and jurisdictions

##### **Client Care**

- Ensure that AON band members are fully aware of their rights and those rights are upheld and protected
- Consider the needs of child(ren) and identify available resources
- Interact and support children through court hearings, meetings with parents and guardians with agencies and legal services
- Provide support, advocate to maintain family units, and advocate for satisfactory solutions to family problems
- Provide support for customary care arrangements, private arrangements and prevention child(ren)/families
- Administer the services of alternative care programming, in accordance with the AON policy and procedures
- Assess the needs of the children and families and develop service plans which address their needs
- Makes referrals, coordinates and monitors all internal and external services provisions for children in care and their families
- Presents ongoing changes in case management and child in care services in the community through regular contacts and discussion with community members and First nation Staff and External Agencies
- Acts as a liaison between caregivers, child in care, private arrangements and child(ren)/families and other service providers

##### **Legal Skills**

- Attend court hearings on child welfare cases when needed as a representative of the First Nation
- Prepare Plans of Care, including recommendations for the placement of children
- Advocate for clients and families in the court system
- Advocate and support alternative dispute resolution approaches in place of formal court proceedings
- Accessing legal resources to represent the First Nation's interests in child and family services administrative and court proceedings
- Receiving and responding to notices under provincial, territorial and federal child and family service laws
- Supporting customary care, kinship care and alternative care arrangements

- Preparing and maintaining needs of legal documents such as BCR(Band Council Resolutions) and CCA's (Customary Care Agreements)
- Follow all Anishinaabeg of Naongashiing's policies and procedures
- Collects and analyzes evidence from various sources, such as medical records, interviews, and home visits
- Plans, coordinates and creates service plans to help children under Abinooji Oniga'niim
- Monitor regularly the provision of services by other band workers and external agencies
- Advocate regularly the provision of services by other band workers and external agencies
- Makes referrals, coordinates and monitors all internal and external services provisions for children in care and their families
- Maintains master files with case management documentation reflective of file compliance standards
- Assesses case progress and services outcome against case objectives
- Places children into care with approved caregivers under customary care and or statutory care arrangements
- Monitors and supports children in care, their families and caregivers by providing ongoing information and supportive information or documents
- Provides transportation and escorts for the children in care
- Coordinates and monitor visits by children in care with their families and community
- Makes regular visits to the children in care and collaborates with Alternative Care Worker (ACC)
- Presents ongoing changes in case management and child in care services in the community through regular contacts and discussion with community members and First nation Staff and External Agencies
- Acts as a liaison between caregivers, child in care, private arrangements and child(ren)/families and other service providers
- **PERFORMS OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR and/or DIRECTOR**

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#### QUALIFICATIONS

- Post-secondary degree/diploma/certificate in social work OR 3-5 years relevant experience within the field of social work
- Valid class G driver's license
- Valid criminal record check and Vulnerable sector check
- Professional and highly developed written and verbal skills
- Working knowledge of the Child Welfare Act, Family Court and AON First Nation's policies and processes
- Record keeping and analytical skills
- Cultural knowledge and sensitivity
- Ability to interpret legislation and legal documentation
- Ability to maintain professionalism and confidentiality
- Experience working in/with First Nations communities
- Willingness to work flexible hours, including on-call, overtime and weekends

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#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of case management techniques
- Accurate and detailed record keeping
- Ability to exercise discretion in dealings with confidential subject matter
- Willingness to work flexible hours when required
- Strong computer skills
- Understanding of customary care
- CPR and basic first aid would be an asset

#### Salary Range

\$65,000 to \$80,000 dependent on education and experience

#### To Apply:

- Interested candidates are invited to submit their resume and cover letter to David Paul Human Resources at [davepaul@naongashiing.ca](mailto:davepaul@naongashiing.ca) – Open Until Filled