



# Beausoleil First Nation

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**Re-Posted: May 29, 2024**

## EMPLOYMENT OPPORTUNITY

**Job title:** **Band Representative**

### **Description:**

The role of the Band Representative is to protect the collective's best interest of Beausoleil First Nation's member children, by facilitating a holistic and culturally appropriate plan of service with Beausoleil First Nation families and child welfare agencies. The Band Representative will represent all Beausoleil First Nation member children and youth to act on behalf of Beausoleil First Nation as a party in child welfare investigations, court proceedings and plans of care under the Child and Youth Family Service Act. Preference will be given to people of Indigenous descent.

### **Primary Duties:**

- Maintains professional and ethical standards as a Representative of Beausoleil First Nation
- Liaises with other First Nation Band Representatives, child wellbeing agencies and legal counsels regarding existing files and new or ongoing investigations, ensures BFN members' rights are upheld in child welfare investigation and court proceedings
- Develop positive working relationships with child welfare agencies and other community service agencies who are engaged with Beausoleil First Nation members
- Accompanies and consults with child welfare agency workers during investigations, as required
- Maintains a strong knowledge of the Child & Family Services Act, Policies and Procedures of the Ministry of Children & Youth Services including Customary and Kinship Care Provisions
- Provides support and advocates to maintain family units, by developing solutions to family issues with the families they are representing
- Liaises with community service agencies and explains the Child and Family Service system while promoting the Culture and aspirations of Beausoleil First Nation
- Provides knowledge, awareness and promotion of Beausoleil First Nation's Standard of Care, positions and interests to child welfare agencies, community service agencies and to family court processes
- Supports in identifying community and family placements for Beausoleil First Nation children youth, when deemed necessary
- Ensures client files are maintained and updated on a regular basis, compiles all relevant case-related information and documentation
- Completes all relevant case-related information and documentation, including required research on children confirming they are members of Beausoleil First Nation, as well as any history of the child or family in relation to the First Nation
- Prepares, serves, and files additions or amendments to the Client's Plan of Care on behalf of BFN
- Coordinates Case Management Conferences with all community services involved to monitor progress
- Monitors the status of case files and implementation of the plan for the child/ren involved
- Collects statistical information for data collection and report writing
- Provides regular report to their immediate supervisor and Chief and Council on a monthly basis
- Engages Alternative Dispute Resolution or Circle Processes in place of court proceedings
- Engages legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters, as required
- Must be willing to work varying hours including days, evenings, and weekends with minimal notice, must be willing to travel with minimal notice
- Strong oral and written presentation, computer skills with experience using word processing software, excel and email applications
- Strong negotiation techniques, advocacy skills, research, investigative, analytical and evaluation skills
- Able to interpret legislation and legal documents, thorough knowledge of case management techniques
- Ability to exercise discretion in handling confidential subject matter
- Other duties related to Beausoleil First Nations Child and Family Services as required

### **Qualifications:**

- A minimum, Post-Secondary Diploma in Social Work/Law Clerk/Child and Youth Worker or related field.
- A minimum of 3 years of Social Services experience or a related field within a First Nations Community
- Must possess a valid driver's license and own vehicle
- Must provide a Criminal Reference Check and Vulnerable Sector Check
- Able to meet Beausoleil First Nation's Covid 19 vaccination policy requirements prior to employment.
- Demonstrated knowledge and understanding of the First Nation's Interest in Child, Youth and Family Services Act (Ontario) and proceedings involving the First Nation's children

**Salary Range:** DOQ/DOE, to be negotiated according to Family Service's salary grid

**Duration:** Full-time Permanent, subject to 89-day probation period

**Closing Date:** **June 12, 2024 at 4:30 P.M.**

**Hours of Work:** 40 hours/week (some evenings & weekends required)

**Direct Supervisor:** Child & Family Services Coordinator **Functional Supervisor:** Social Services Director

*\*A detailed job description can be picked up at the Beausoleil First Nation Human Resources Office.*

Applications can be emailed or delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: **Cover letter and resume and 2 References.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca). We thank all those who apply, however only those selected for an interview will be contacted.