



Posted: April 5th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full-Time** position:

CLERK - BAND REPRESENTATIVE

The Intake/Clerical Support Worker will provide essential administrative support to the Band Representative Program. Overall, the Intake/Clerical Support Worker shall be responsible for responding to general inquiries over the telephone, fax, email or in person; CAS Intakes; providing referrals to internal or external resources; maintaining and updating the Band Representative program data base and filing system to meet case management standards; assisting with daily routine activities such as travel arrangements and cheque requisitions and serving and filing necessary child welfare court documents.

Duties:

The duties and responsibilities of this position are categorized into four main functions:

1. General Activities
 - Liaise and advocate with other First Nation Band Representatives, Agencies, and Legal Counsel
 - Confidentiality will be stressed at all times
 - Assess needs and make appropriate referrals as required
 - Provide written activity reports to direct supervisor
 - Provide and access resource materials (pamphlets, newsletters, presentations, appropriate agencies, counseling and support service agencies) to be available to the community members
 - Assist in bookings, promotion and coordination of community and client-based programs including but not limited to educational/ awareness workshops and events
2. Clerical
 - General office duties such as answering and directing telephone calls, greeting visitors, answering general inquiries, filing, scanning and faxing
 - Drafting and typing correspondence and distributing/sending out once approved
 - Maintains and updates files (paper and electronic), maintains input into the Band Representative Management Information System
 - Schedules meetings, prepares agenda, and takes minutes; types and circulate once approved
 - Coordinates travel arrangements and expense reports the Band Representative program staff
 - Prepares, receives and distributes mail and other paperwork from various collaterals, such as CAS notifications and other time-sensitive materials
 - Maintains written records, logs of activities, including activity reports and Band Representative statistical information and reports
 - Assists in maintaining all Band Representatives records, filing system and perform tasks such as coding files, storing files in alphabetical or numerical order, managing databases
 - Will prepare records/documents for file closure, including the CAS's closing summary and will maintain a record of closed Band Representative files.



3. Intake

- Receives incoming referrals for allegations of a child in need of protection
- Completes CAS intake over the telephone and/or in person gathering appropriate information such as: Name, address, telephone number of child and their family, name, address, telephone number of CAS worker, Eligibility Spectrum Code, and Response Time
- Contact membership to verify the child's registration or eligibility for membership and follow up with the CAS worker to verify Band Representative services
- Request and receive all CAS documents such as: the Society's referral information, investigation summary and the referral disposition, re: open for child protection or open for other child welfare service and/or "community link" for families in the community and/or no direct client contact/information only
- Collect, prepare and present all CAS Intake documentation to the Band Representative Manager for assignment
- Prepare, open and maintain Band Representative case management files, enter Intake information into data base software system to ensure all new documents and paperwork are filed and logged properly in the system
- Add new referral to the Band Representative to appropriate information management program
- Prepare appropriate case documentation records for case transfers and/or referral information to other internal/external resources and/or collaterals
- If CAS file is closed at Intake, will be responsible to request and receive a "cc" copy of the Society's closing letter to the family and a copy of the Society's closing summary for case management purposes.

4. Other Duties

- Will assist in the planning and implementation of Band Representative presentations, special cultural activities, events and projects such as Project Hugs
- Prepares service contracts as necessary, (re: for catering services, trainers, speakers, cultural teachers, Elders, etc.) for Project Hugs, BR meetings, workshops, presentations and/or community meetings.
- Participates in staff meetings, child welfare meetings, training programs, workshops and conferences relevant to the position
- At the request of the Band Representative Manager may request CAS file disclosure pertaining to child welfare court proceedings
- May assist the Band Representatives to complete various paper work including cheque requisitions
- Place orders for and be responsible for delivery of office equipment and program supplies
- Other related duties as assigned

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

The incumbent to this position will meet the minimum requirements that include:

- Minimum high school education with some post-secondary training in related field with a minimum of 2+ years in a Clerical Administrative Assistant role
- Minimum of 1+ year of demonstrated successful involvement in working with Indigenous children, youth and families
- General knowledge and understanding of the CYFSA
- Must have a clear understanding of, "Duty To Report"
- Demonstrate a high level of integrity, good judgment and ability to main appropriate confidentiality



- Be highly creative, well organized and self-motivated
- Possess excellent written and verbal communication skills
- Possess excellent interpersonal and conflict management skills
- Must be able to work in a team environment as well as be an individual contributor
- Must have excellent organizational skills
- Must have superior computer skills, ((ie/ Microsoft Office, Excel,))
- Must possess a valid Class "G" driver's license and reliable method of transportation
- Must provide a current acceptable Criminal Reference Check and Vulnerable Sector Search (PVSC)

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Thorough knowledge and understanding of First Nation history and culture and the history of Child Welfare as it pertains to Aboriginal communities
- A full understanding of Customary Care
- Excellent interpersonal skills to work with a diverse client group
- Possess good time management, written and verbal communication skills, exercise good judgement
- Experience and/or knowledge of report writing and file maintenance
- Ability to read and comprehend legal documents
- Analytical ability and effective problem solving skills
- Demonstrated ability to advocate for clients
- Ability to establish supportive, positive relationships with community members
- High respect for confidentiality
- Current First Aid & CPR
- Must be willing to travel (with potential for out of province) as required

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position is \$36,908 - \$39,369 based on a 39.5 hours work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday April 15th, 2022 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.