

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: July 5th, 2023
Internal/External

EMPLOYMENT OPPORTUNITY

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

BAND REPRESENTATIVE SUPPORT WORKER.

Under the direction of the Band Representative Manager, the Prevention Services Worker is responsible for providing primary, secondary, and tertiary prevention services and family supports to Curve Lake First Nation families primarily within the Curve Lake First Nation, Haliburton Kawartha Haliburton Peterborough region and local surrounding area. The Prevention Services Worker will provide community-based prevention services that support Curve Lake First Nation children and youth, who may be at risk of Child Welfare Protection intervention and/or who are involved with Child Welfare Protection Services and are referred to the support worker by Curve Lake Band Representatives to ensure the support of families, children and youth who are experiencing a range of social, emotional, behavioural challenges through a goal focused service. The Prevention Services Worker provides a variety of services in support of case management including but not limited to monitoring/ supervising court ordered access visits, providing educational assistance, assisting family units in better understanding and implementing approaches to the tasks of daily living that may alleviate household stress, ensuring knowledge and support in accessing services, programs and other supports (such as foodbanks, recreational opportunities, funding opportunities, etc.)

Duties:

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

1. General Activities
 - Liaise and advocate with other Agencies, Services, Organizations and Legal Counsel (when necessary) in unison with the client's assigned Band Representative
 - Assess needs and make appropriate referrals as required
 - Provide written activity reports to the Director of Health and Family Services and Band Representatives
 - Provide and access resource materials (pamphlets, newsletters, presentations, appropriate agencies, counseling and support service agencies) to be available to community members
 - Coordinate, plan and develop community and client-based programs including but not limited to educational/ awareness workshops and events
 - Solicit the assistance of community health staff and other departments to coordinate, organize and implement programs focused on healthy lifestyle alternative choices, positive self-image, life skills, etc.
2. Cultural Support
 - Will connect Curve Lake families to community-based and culturally appropriate prevention resources and services
 - Develop an appropriate assistance program, and routinely monitor clients progress and keep the family apprised of any development regarding the intervention
 - Conduct needs assessment of clients before establishing the best form of intervention; including client focused goal setting, client focused work plans, providing motivational supports, working with clients to identify social/ capital support systems
 - Actively participate in Rapid Response, Mediation and/or Aboriginal Alternative Dispute Resolution Meetings



- Develop and facilitate individual and/or group presentations to address and promote awareness and education
- Evaluate the effectiveness of interventions and/or treatment and care plans as identified in the family service plan
- Ensure the effective coordination and integration of culturally appropriate services to address Child Welfare involvement, concerns, the needs of the children, youth, family and alternative caregivers
- Oversee the provision of services to children, youth, family and alternative care families, ensuring that the physical, familial, emotional, cultural, spiritual, educational and social needs are met

3. Program Delivery:

- Arrange workshops/sessions, facilitate programs, (make appropriate referrals and attend where appropriate) that pertain to program client needs, such as:
 - Parenting Classes
 - Infant Massage
 - Healthy Child Development, Prenatal Classes
 - Parent/Child Groups
 - Child/Infant Health Sessions
 - Traditional/Cultural Teachings
 - Literacy Activities
 - Safety Awareness ie. Car Seat Safety, Crib Safety, CPR, Home Alone Course
 - Life Skills Education
 - Aboriginal Dispute Resolution Circles
 - Linking children/families to diagnostic services
 - Case management to improve access to services
- Coordination with other community-based support services within the First Nation ie. Health Centre, Cultural Centre
- Coordination with other community-based support services outside of the First Nation ie. Peterborough County City Health Unit, Peterborough Family Resource Centre, Five Counties, Child Protection Agencies
- Linkages with other community based early childhood related services ie. School and Day

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:

- Post-Secondary Diploma in Native Community Care, Social Service Worker or Human Services REQUIRED;
- Minimum two (2) years' work experience working with First Nation children, youth and families;
- Must have a minimum 6-months case management experience;
- Must have a minimum 6-months counselling experience with First Nation children, youth and families.
- Advanced knowledge and understanding of the CYFSA
- Must have a clear understanding of, "Duty To Report" under Section 125 of the CYSA
- Broad knowledge base of available resources and assistance programs to help clients obtain the services they need, such as Jordan's Principle, NIHB, Social Services, Food Banks, Treatment programs, or helping families locate suitable child care facilities or after school care programs
- Demonstrate a high level of integrity, good judgment and ability to maintain appropriate confidentiality
- Be highly creative, well organized and self-motivated
- Possess excellent written and verbal communication skills

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

- 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)
- Confidentiality will be stressed at all times

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
- 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 Full Time Contract Term position beginning immediately. Annual salary range for this position is \$57,765 - \$61,617 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.

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

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

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 Administrator
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: Wednesday July 19th, 2023 @ 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.