



GARDEN RIVER FIRST NATION IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.



Position: Band Representative Coordinator

Starting Range: \$23.33 - \$26.23 (Pending Education & Experience)

Location: Child & Family Services

Report to: Manager, Child & Family Services

POSITION SUMMARY

The Band Representative Coordinator is responsible to engage in researching, coordinating and compiling information for the development of Child Welfare Law within Garden River First Nation. The position will also work closely with the Governance department, offering support and alignment with other Governance related matters. The Band Representative Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Provide ongoing support to the Band Representative program
- Meet as needed with various organizations to collaborate on the development of Child Welfare Law, including internal meetings
- Create briefing notes and present summary and findings to various stakeholders including but not limited to Supervisors, Managers, Governance department and Chief and Council,
- Engage in Consultation with membership to educate, present findings, and gather recommendations,
- Establish committees and conduct focus groups to engage key stakeholders on various aspects of Child Welfare Law development,
- Review internal policies/procedures
- Develop Communication Strategy for membership both on and off reserve
- Assist with funding applications to aid in law and bylaw development,
- Work with various departments to collect shared knowledge and consolidate centrally,
- Assist with ratification process for membership
- Assist with various administrative tasks associated with law development
- Perform other related duties as may be required and assigned

QUALIFICATIONS

- College Diploma preferred with education focused on Social Work, Law or Bylaw development
- Experience in the areas of policy development, child welfare and project management (Project management certification preferred),
- Demonstrated success in project delivery and execution of project management methods.
- Well versed in the Child, Youth and Family Services Act as well as other applicable legislation,
- Superb creation and facilitation of meetings, feedback sessions, and briefings to create consensus among stakeholders.
- Able to effectively communicate with all types of staff, including technical, professional, and upper management.
- Strong problem identification and problem resolution skills.
- Ability to create and edit project documents, materials, and presentations.
- Proficient in the use of computer software (WORD, EXCEL, POWERPOINT)
- Able to effectively communicate both verbally and in writing.
- Flexibility to adjust to shifting priorities and deadlines.
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **January 27th, 2022**. Please address the envelope and/or email **"B.R.C- 2022-02"** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org
Fax: 1-705-945-1415

Date Posted: January 13th, 2022

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.



OJIBWAYS OF ROBINSON-HURON TREATY OF 1850