



**Position:** Band Representative

**Salary:** \$60,719 – \$69,006

**Hours of Work:** 32 hrs

**Circulation Level:** Level I

**Accountability:** Social Services Manager

**Employment Status:** 2 years

**Preferences:** MFN Band Members

**The Band Representative will:**

- Work flexible hours, prepare and complete daily activity programming reporting in database.
- Ensure program requirements/records for all paperwork completed completely and accurately.
- Confirm membership eligible to be registered for membership with the Mississauga First Nation; and assist the child in registration for membership, if necessary.
- Receive and review all notifications from child welfare agencies involving a child member of the Band.
- Inform MFN on the role/responsibilities/duties of Band Rep and Child Protection Agency involvement
- Assist families and the Nogdawindamin Family and Children Services in the intervention (apprehension) process.
- Ensure release of information are attained by authorized persons.
- Evaluate, research and prepare cases, determine next steps if a decision is made to become a party in the proceedings, through collaboration with the Nogdawindamin (NOG)
- Attend appropriate case conferences/meetings to ensure the interests of the MFN (Plan of Care); and negotiate with parties or develop an Alternate Plan considering the needs of the child(ren) and the resources available
- Attend all court dates or commission a lawyer/other worker as a representative to attend all court dates
- Consult with the Band Lawyer on complex court cases and/or complete, prepare/serve and file necessary court documents
- Notify supervisor of adoption notices and respond to all adoption notices immediately
- Initiate own training to broaden the scope of legal procedural knowledge
- Maintain accurate records and submit quarterly/annual reports/statistics and activity reports
- Attend appropriate staff or team meetings
- Prepare and submit annual work plans
- Provide orientation of job for replacement staff
- Promote a team approach through cooperation and effective communication with colleagues, clients and other organizations

**The Band Representative will possess the following qualifications, skills, experiences, and attributes:**

- Post Secondary diploma in Human Services and minimum of two years of experience working with families and groups.
- Knowledge of the Child Welfare Laws and demonstrated proven commitment to supporting and helping Native families
- Communicate effectively/ make sound decisions/give clear direction (written and oral communication skills)
- Applicant must be willing to serve as a positive role model and balance outside interests and influences so as not to jeopardize professional credibility, judgment or competency shall be included in the contract agreement and used in the probationary period and the annual performance appraisal.
- Driver's license, insurance and access to a vehicle required
- Provide and maintain clear Vulnerable Sector Check (CPIC)

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Do not apply through social media.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Human Resources Clerk  
Marked: **CONFIDENTIAL**  
**EMAIL:** hrclerk@mississaugi.com **FAX:** 705-356-1740  
**Deadline: April 26, 2024**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***