



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### BAND REPRESENTATIVE

**Department:** Administration  
**Program:** Administration  
**Reports To:** Manager of Operations (Chief and Council)  
**Hours of Work:** 37.5 hours per week

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#### **JOB PURPOSE**

The Band Representative is expected to attend Family Court to ensure the Band's rights are protected whenever a Band Member Child or Family comes into contact with the Children's Aid Society in the province of Ontario or Child Protection Agency from another province. The Band Representative will deliver to the court a position on child protection applications based on a review of the evidence produced by the Society and parties to the proceedings (Parents/Guardians) and will be made on a principle of the best interest of the Child and the First Nation.

#### **KEY DUTIES AND ACCOUNTABILITIES**

- Attendance at Family Court whenever a Band Member Child is involved to ensure the Band's rights and those of the Child as an aboriginal child are protected in regard to the deposition of the case. This includes preparation, service and filing of Motions, Affidavits and Answers/Plans of Care; attending and participating in Settlement Conference; Pre-trial Meetings; Case Conferences, meetings with parents or caregivers, and other paraprofessional and related duties
- Participate in Permanency Planning for Band Member Children in cases of Crown Wardship both on and off territory. This includes supporting potential adoptive Parents (Band Members) and assisting them in navigating the standardized provincial adoption screening process. Also includes attending and participating in adoption screening process; attending and participating in adoption screening meetings with the involved Society
- Work cooperatively with Native Child Welfare staff; including Family Service Worker, Child Care Worker and Family Services Supervisor to ensure the Band's position takes into account any relevant information or materials NCW may have to offer as it relates to the file
- Ensure that the Child is a registered Band Member of the Chippewas of Nawash and/or assist in completing this registration if required
- Ensure that the Child and Parent(s) are aware of their rights to legal representation in court proceedings and assist in securing this representation if necessary
- Complete/maintain a file on each Client
- Report to Chief and Council on files as requested until such a time as a settlement has been reached or there is a final deposition
- Complete quarterly financial/activity reports to ensure on-going funding
- Undertake training or workshops that will enhance abilities to perform duties

## **REQUIREMENTS**

### **Education and Experience:**

- Diploma in Social Work OR five (5) years work experience in childwelfare setting
- Working knowledge of the Child Welfare Act and other relevant acts/legislation/regulations
- Working knowledge of Family Court processes

### **Knowledge, Skills & Abilities:**

- Experience and or proven knowledge of current issues facing childwelfare advancements for First Nations
- Financially literate for budgets, funding and reporting
- Awareness of alternate resolution to childcare and protection if apprehension or non-indigenous adoption is imminent
- Ability to set up, organize and participate in training opportunities for prospective foster or adoptive parents

### **Designations, Licences & Requirements:**

- Valid Ontario Class G Driver's Licence and acceptable Driver's Abstract
- Valid CPR and First Aid or ability to obtain within probationary period
- Acceptable Criminal Record and Vulnerable Sector Check
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview

## **PROBLEM SOLVING & COMMUNICATION**

- Professional written, verbal and non-verbal communication skills for interacting with internal and external stakeholders
- Knowledgeable to present information in clear and concise manner and ability to substantiate claims
- Ability to prevent and or deescalate persons and or situations
- Accurate minute taking skills for record keeping during meetings, case conferences, pretrials, etc.
- Ability to build and maintain relationships with all parties, including working co-operatively with NCW Program to establish a support system for Client families before and after Final Disposition of cases

## **DECISION MAKING & IMPACT**

- Sound decision making based on facts with clear objective in best interest of Child/Children
- Ability to follow through on directives and decisions in a timely manner to avoid delays and or hardships
- Unbias/impartial to separate personal and worklife decisions
- Understanding of, and ability to interpret relevant acts, regulations/legislation and court documents

**STAFF REPORTS**

- No direct reports, but may be required to show others how to perform tasks

**WORKING CONDITIONS**

**Physical Demands** – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds

**Environment** – Mainly an office environment and indoor locations with some exposure to outside during travel. Some travel is required, including overnight stays in regards to off-territory Clients. Minimal exposure to hazardous material (cleaning supplies)

**Mental Effort** – Accuracy and detail of reports and meeting deadlines. Ability to remain calm and reasonable when confronting difficult and or distraught individuals. Ability to recognize and call for time when discussions are breaking down.

**Position Type/Expected Hours of Work** – Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required

**This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.**

**I hereby acknowledge and agree to comply with the above description necessary to fill the position.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date