

## SCHEDULE “A” – JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>CHILD SERVICES BAND REPRESENTATIVE</b>
<b>PRIMARY FUNCTION:</b>	Under the direction of the Child Welfare Manager, the Band Representative provides advocacy and support to families who are involved with the Children’s Aid Society (CAS) or designate agencies to ensure that the rights of our children and families are respected. The Band Representative represents Temagami First Nation band membership children, located off the Bear Island Reserve, before the courts; will ensure the heritage, cultural traditions, identity, and rights of Temagami First Nation children are protected and preserved by all parties involved in child welfare matters. The Band Representatives are available to TFN members. Band Representatives will always ensure that, according to the Child and Youth Family Services Act (CYFSA), that the least intrusive measures are exercised by any CAS involved with TFN members.
<b>REPORTING RELATIONSHIP:</b>	This position reports to the Child Welfare Manager.

### **CORE COMPETENCIES:**

#### Administration

- Communicate with Chief and Manager when needed.
- Assist in the delivery of approved Plan of Care.
- Meet timelines as required according to applicable legislation.
- Maintain a strong knowledge of the Child & Family Services Act, the policies and procedures of the Ministry of Children & Youth Services, Customary Care Provision and Kinship Care as CAS options rather than apprehension, including completing and filing court forms, and attending court appearances on behalf of TFN.
- Maintain strict confidentiality in all matters related to clients and families.
- Accurate and comprehensive record keeping including up-to-date case logs.

#### Case Management

- Prepare Plans of Care, including recommendations for placement of children.
- Complete all relevant case-related information and documentation.
- Prepare, serve, and file additions or amendments to the Client’s Plan of Care
- Ensure client files are maintained and updated on a regular basis including a review of the client’s Plan of Care.
- Complete required research on child, confirming they are a member of Temagami First Nation, as well as any history of the child or family in relation to the First Nation.
- Coordinate Case Management conference with all community services involved to monitor client’s Plan of Care.
- Monitor status of case and implementation of the plan for the child(ren) involved.
- Data collection, and submission of reports.
- Accompany Children’s Aid Service workers during investigations
- Initiate information gathering and/or compilation of information related to client case file.

- Complete case review meetings with all necessary parties.
- Coordinate preparation of the Plan of Care.

### Client Care

- Ensure that Temagami First Nation band members are fully aware of their rights and that those rights are always being upheld and protected.
- Consider the needs of the child(ren) and identify available resources.
- Interact with children and families in custody and Crown Wards.
- Interact and support children through adoption proceedings, court hearings, meetings with parents and custodians, as well as with Native and non-Native agencies and legal services.
- Provide support, advocate to maintain family units, and advocate for satisfactory solutions to family problems.
- Ensure effective delivery and monitoring of practices, adhering to relevant strategies to safeguard children who are in care.
- Be personable and able to develop effective and trusting relationships, as well as develop rapport with clients.

### Legal Skills

- Gather evidence, prepare arguments, produce, and prepare witnesses, and prepare draft orders.
- Prepare for and attend settlement conferences as set out by the new Court Rules.
- Complete oral and written presentations in court, as required.
- Engage Legal counsel to support the preparation of court documents and to represent the First Nation in court on complex matters.
- Attend court hearings on child welfare cases when needed as a representative of the First Nation.
- Prepare, respond to, and process legal documents as required by the Ontario Court of Rules.
- Monitor status of the case and discuss potential settlements.
- Advocate and support alternative dispute resolution approaches in place of formal court proceedings.

### Liaison

- Interact with First Nation members and families.
- Act as a liaison for TFN when interacting with the Ministry of Child and Youth Services and other service-related agencies with a high degree of understanding.
- Develop working relationships with other First Nation Band Representatives, Agencies and Legal Counsel.
- Liaise with TFN Social Services, including but not limited to, Family Well-Being Program, NAADAP, HBHC, cultural programs, and visiting professionals to assess client(s) progress and suggest alternative plans if appropriate.
- Work and liaise with Child Welfare Agencies.

## Other Duties

- Flexibility – must be able to work varying hours including days, evenings, and weekends with minimal notice, as required.
- Travel – must be able to travel with minimal notice.
- Travel – this position offers services to TFN members located off-reserve, remote work is offered and in-person with clients located in North Bay and other locations within the region.
- Travel – the position is based out of the Family Healing & Wellness Centre (FHWC); remote workers will be expected to report to the workplace to meet in-person with management and coworkers as required.
- Other duties related to the Child Services Band Representative position as required.

## **QUALIFICATIONS**

- **REQUIRED:** Diploma or Degree in Social Work/Law Clerk/Child and Youth Work or a similarly related field.
- **REQUIRED:** Minimum two (2) years of experience in social services or a related field within a First Nation community.
- **REQUIRED:** Advanced knowledge of the CYFSA and proceedings involving First Nation children.
- **REQUIRED:** Valid First Aid Certification or a willingness to obtain.
- **REQUIRED:** Valid Class 'G' Ontario Driver's License and the ability to be insured.
- **REQUIRED:** Ability to attain and maintain a cleared Canadian Police Information Centre (CPIC) check including the Vulnerable Sector (VS) check, a Pardoned Sex Offender Database (PSOD) and Children's Aid Society Check.
- Experience working with Family Law and alternative dispute resolutions considered *an asset*.
- Experience working with Indigenous people, organizations, and communities.
- Experience working with children, youth, and families.
- Strong negotiation skills, techniques, and advocacy.
- Excellent time-management.
- Strong organizational skills
- High efficacy of multi-tasking.
- Confidence and knowledge on how to safely drive in inclement weather.
- Excellent computer skills for reporting and presentation purposes, and general office use.
- Work collaboratively with staff, community members, Chief & Council, and government agencies.
- Ability to work under pressure and in stressful situations.
- Exhibit strong written, verbal, and evaluation skills.
- Excellent case, file, and stress management skills.
- Strong problem-solving and the ability to take initiative.