



## EMPLOYMENT OPPORTUNITY

### CHILD WELFARE CASE AIDE

(Internal/External Posting)

April 10, 2024

**Michipicoten First Nation (MFN)** is a vibrant Anishinaabe community located on the white sands (Northeast shores) of Lake Superior near Wawa Ontario. The registered population is approximately 1,300 with 70 citizens living on reserve. With a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities.

Michipicoten First Nation is seeking a full-time **Child Welfare Case Aide** to support our Band Representative Program. Reporting to the Band Rep Intake Supervisor, the Child Welfare Case Aide is responsible for providing support services for any child, youth and parent receiving Band Representative services and assists in carrying out the established plan of care for the child and family. The Case Aide provides services that are consistent with Child Welfare legislative requirements/regulations as well as Michipicoten First Nation's Mission, Vision, policies, and procedures. This position is based out of Sault Ste Marie. Flexible hours and ability to travel is required.

#### KEY RESPONSIBILITIES

- **Support Michipicoten Band Representatives with case files:** attending home visits, assisting children, youth, and families with achieving identified goals, providing referrals to support programs/agencies, conducting follow-ups, and completing Jordan's Principle applications.
- **Provide transportation for Children, Youth and Parents** to attend scheduled activities and appointments.
- **Administration & Reporting:** Complete activity reports, statistics, briefing notes, expense claims and time sheets

#### QUALIFICATIONS

- College diploma in Human Services – Specialization in Indigenous Studies *preferred*
- Two (2) years' experience working for a First Nation or Indigenous services agency.
- Equivalent combination of education and experience may be considered
- Knowledge of Michipicoten First Nation programs and services
- Knowledge of Michipicoten First Nation service delivery, customs and traditions relating to child welfare
- Knowledge of ministry/legislative standards relating to the full range of child protection services and programs
- Knowledge of external agencies and services
- Knowledge of the Truth & Reconciliation calls to action
- Knowledge of Jordan's Principle.
- Excellent computer skills with MS Office Software.
- Excellent telephone and interpersonal skills
- Excellent written and oral communication skills
- Excellent organizational skills
- Bicultural Competency is an asset.
- Must demonstrate respect for, sensitivity towards as well as knowledge and understanding of Anishinabek culture, traditions, and the Seven Grandfather Teachings.
- Able to provide a Satisfactory Criminal Records check including Vulnerable Sector Screen (if hired)
- Must have a valid driver's license, access to a vehicle and the ability to travel.
- Must acquire and maintain a minimum of \$1million auto liability insurance coverage

**LOCATION:** Sault Ste. Marie

**TERM:** Permanent, Full-Time

**WAGE RANGE:** \$28.92-\$31.85/hr.

**TO APPLY:** Please submit your cover letter and resume as one document to [hr@michipicoten.com](mailto:hr@michipicoten.com) with the position title in the subject line, no later than **April 26, 2024**. A full job description is available upon request to Human Resources.

*Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of their citizens. The successful candidate will be primarily engaged in serving the interests of Michipicoten citizens and preference will be given to citizens and Indigenous candidates who possess the necessary qualifications.*