



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

ALTERNATIVE CARE RECRUITER – EAST

CONTRACT – March 31, 2017

Nogdawindamin Family And Community Services, an expanding native child welfare agency serving member First Nations situated between Sault Ste. Marie and Sudbury, is seeking to hire an **ALTERNATIVE CARE RECRUITER**. This position will be based out of the office in **Atikameksheng Anishnawbek**.

Overview of Responsibilities

The Alternative Care Recruiter is responsible for actively recruiting Anishnawbek alternative care families by developing and implementing a structured and defined recruitment and retention plan that is culturally appropriate and meets Ministry Regulations for children who are in need of a safe and secure home environment. The Alternative Care Recruiter will be responsible to complete home assessment studies for potential alternative care parents and provide training to approved alternative care parents. The position will be required to provide case coverage within the Team when required and monitor and support alternative care families. The Alternative Care Recruiter is required to provide coverage after hours and participate on a rotating on-call schedule.

MINIMUM QUALIFICATIONS

Education & Experience Requirements:

- Preferred university degree in Human or Social Services;
- A college diploma in the Human Services field is required;
- Two years' experience providing direct service to children and families is required;
- Experience conducting assessments and providing orientation and training to families;
- Experience in marketing and public relations would be an asset;
- Equivalent combination of skills and experience working in the social service field may be considered;

Knowledge Requirements:

- Knowledge of Ministry standards related to alternative care;
- Knowledge of Nogdawindamin Family and Community Services;

Special Skills & Abilities:

- Excellent organizational and time management skills;
- Excellent interpersonal and communications skills;
- Excellent computer skills with Microsoft Office software;
- Excellent facilitation and presentation skills;
- Excellent conflict resolution skills;
- Excellent customer service skills;
- Ability to work effectively with limited supervision and under stress of deadlines;
- Ability to be accountable;
- Ability to work independently, and/or lead a team and work collaboratively as a member of a team;
- Ability to work flexible hours, be on-call and work unplanned overtime;
- Ability to travel as required;
- Ability to consistently display a positive and helpful attitude;
- Ability to accept changes in work practices and technology;
- Required, of critical importance, is a sensitivity, respect and knowledge of the Anishnawbek culture, in keeping with the Anishnawbek values, present and display a conduct that represents the teaching of the seven Grandfathers;
- Ability to understand and speak Ojibway is an asset;

Other Requirements:

- Must have a clear Police Records Check with Vulnerable Sector Verification
- Must have a valid Ontario Class G Driver's License, access to an automobile and \$1M automobile insurance

Please submit a job related resume along with three work related references by:

Wednesday, May 4, 2016 – 4:00 pm to:

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, Ontario P6A 0C4
FAX (705) 946-3717
hr@nog.ca

Preference will be given to applicants of native ancestry.

INCOMPLETE or LATE APPLICATIONS WILL NOT BE ACCEPTED

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

A full job description is located on our website at www.nog.ca