



Kina Gbezhgomi Child and Family Services (KGCFS) Employment Opportunities

KGCFS is a designated Children's Aid Society delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our family's and community's inherent authority to care for their children based on unity, traditions, values, belief and customs.

AFTER HOURS WORKER (AHW)

PART-TIME PERMANENT & 2 YEAR PART-TIME CONTRACT POSITIONS AVAILABLE

Under the supervision of the Service Supervisor, the AHW is responsible for providing emergency response for Child Welfare during weeknights, weekends, and holidays outside the agency's regular office hours. The AHW will promote and support all agency programs and services. The purpose of the position is to fulfil the intake and crisis response functions of the Child Welfare Service Program. The AHW must possess knowledge, respect, and sensitivity of the Anishinabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of wellbeing.

QUALIFICATIONS:

- **Full Time- Permanent Positions:** Must possess a Bachelor's Degree for an accredited university in a discipline deemed appropriate for the position. An Honours BSW is preferred;
- **2 Year Full Time- Contracts:** Must possess 2 year accredited college diploma in a discipline deemed appropriate for the position; and,
- At least 2 years of experience in the delivery of direct social services programming to children (experience in the delivery of *First Nation* Child and Family Services is preferred).

CASUAL RECEPTIONIST

COVERAGE FOR WIKWEMIKONG AND M'CHIGEENG OFFICES

Under the direction of the Service Supervisor, the Casual Receptionist provides administrative services related to reception, including greeting clients, transferring telephone calls to appropriate service provider, typing correspondence, handling incoming mail and maintaining office supply inventory. The Casual Receptionist must possess previous experience in an office environment.

QUALIFICATIONS:

- Certificate or Diploma in secretarial course or business administration from an accredited College in a discipline deemed appropriate for the position; and,
- A minimum of two (2) years of experience in secretarial and office services preferably in a social services organization.

This is an ongoing pooled recruitment posting, should there be no current employment opportunities, your application will remain with us for 6 months for future consideration.

**To review the full job description and qualifications, please visit our website at
www.kgcfs.org/employment.**

Your application which will include a cover letter, resume and three reference letters
(two employment related from recent employers) can be sent to:

Kina Gbezhgomi Child and Family Services (**Confidential**)
Attention Human Resources: APPLICATION (NAME POSITION)
98 Pottawatomi Avenue, Wikwemikong, Ontario P0P 2J0

By Fax: 705-859-3629
By Email: hr@kgcfs.org

All applications are appreciated; however, only those candidates selected for an interview will be contacted. Successful applicants will be required to submit the following: Police Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License.