



## **Dnaagdawenmag Binnoojiiyag Child & Family Services**

517 Hiawatha Line  
Hiawatha First Nation,  
ON K9J 0E6

### **Employment Opportunity Circle Facilitators – 3 (Alderville, Orillia, Oshawa Locations)**

#### **Purpose of the Position:**

To prepare and facilitate circles and make referrals to formal Alternative Dispute Resolution processes when necessary in keeping with Dnaagdawenmag Binnoojiiyag's Mission, Vision, and Values. As a member of the Initial Assessment team, the Circle Facilitator interprets Dnaagdawenmag Binnoojiiyag's policies and procedures and ensures Ministry standards are maintained while providing mediation and support.

#### **Responsibilities:**

- Coordinate and facilitate the Circle process for selected situations, including:
  - Accepting referrals from staff;
  - Ensuring date and venue of Circle is arranged;
  - Reviewing referral information to ensure completeness and clarity;
  - Preparing participants by explaining the Circle agenda and ground rules to ensure safety, as well as expected outcomes;
  - Facilitating Circles; and
  - Completing the Circle outcome report and distributing it to participants;
- Comply with traditional protocols and best practices related to Circles and advise the Supervisor of any significant departures;
- Participate with community and/or provincial working groups related to Circles, as may be appropriate;
- The position makes recommendations with respect to the Circle program. Assists in developing and designing Circle training programs for various parties;
- Makes recommendations about supports required for Circles/ADR accompanied by the financial implications;
- Participate in the development of an overall service plan;
- Perform other duties as may be assigned from time to time by the Supervisor/Senior Manager/Director of Service of this team.

#### **Education and Experience:**

- Masters/Bachelor of Social Work Degree is preferred, **or** BSW equivalency; Master's/Bachelor's Degree in a Human Services related field combined with a minimum of three (3) years relevant experience working with children and families;
- Thorough knowledge of Circles and the Alternative Dispute Resolution process;
- A solid understanding of and sensitivity to the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.

#### **Accountabilities:**

- Provide an acceptable CPIC with VPSS;
- Provide an acceptable Drivers Abstract;
- The employee is required to provide a vehicle for use on the job;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;
- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children;
- Your vehicle should be equipped for the use of child car seats.

**Work/Knowledge Requirements:**

- Strong attention to detail and ability to manage logistical details of large Circles;
- Strong interpersonal skills and a demonstrated ability to form effective working relationships with cultural resources (Elders, healers, etc.), clients, general public, and Dnaagdawenmag Binnoojiiyag staff;
- Strong belief in and ability to engage families in partnering with Dnaagdawenmag Binnoojiiyag to plan for the best care of their children;
- The ability to allocate and develop Dnaagdawenmag Binnoojiiyag's resources. Good knowledge of Circle practices and philosophy, analytical skills to resolve problems, identify and meet program requirements.

**Salary Range:** \$63,000.00 – 75,931.00

**Closing Date:**

- Open until filled, first screening March 8<sup>th</sup>, 2019;
- Incomplete applications will not be considered;
- Only those selected will be contacted for an interview.

**Please send:**

- Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca) ). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Carrie Wilson, Recruiting Coordinator  
 Dnaagdawenmag Binnoojiiyag Child & Family Services,  
 517 Hiawatha Line,  
 Hiawatha First Nation, ON  
 K9J 0E6  
 Fax: 705-295-7137  
 Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

**Notes:**

- Persons of Indigenous ancestry and members of DBCFS First Nations are encouraged to apply;
- For a full job description and any questions please email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)