



# NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

## EMPLOYMENT OPPORTUNITY

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

**FULL-TIME CONTRACT TO MARCH 31, 2020  
TEAM SUPERVISOR – FAMILY WELL-BEING  
SERPENT RIVER FIRST NATION  
Salary Range: \$73,844.00 – \$90,706.00**

### Job Summary

Reporting to the Manager of Specialized Services, the Team Supervisor is responsible for the coordination and delivery of the Family Well-Being Program. This position directly supervises the Family Well-Being Workers and ensures the program is designed and implemented in a manner that respects communities' needs, structure, culture; ensures quality standards and policies are developed and implemented and appropriately responsive on child welfare matters. The Team Supervisor - Family Well-Being functions within legislative requirements, regulations, policies and procedures and the Mission and Vision of Nogdawindamin Family and Community Services.

### Qualifications

- Bachelor of Social Work Degree
- Minimum requirement of a college diploma in Human Services
- Two (2) years' experience coordinating and/or managing social programs and services
- One (1) year direct service experience with children and families
- Experience working with Indigenous people, organizations and communities

### Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

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

**Thursday, May 9, 2019 – 4:00 pm**

### **Hiring Committee**

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

Preference will be given to applicants of native ancestry.

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](http://www.nog.ca)**

## **Job Description**

POSITION:	Team Supervisor – Family Well-Being
ACCOUNTABILITY:	Manager of Specialized Services
CLASSIFICATION:	Contract
DATE APPROVED:	

### **JOB PURPOSE**

Reporting to the Manager of Specialized Services, the Team Supervisor – Family Well-Being is responsible for the coordination and delivery of the Family Well-Being Program. This position directly supervises the Family Well-Being Workers and ensures the program is designed and implemented in a manner that respects communities’ needs, structure, culture; ensures quality standards and policies are developed and implemented and appropriately responsive on child welfare matters. The Team Supervisor – Family Well-Being functions within legislative requirements, regulations, policies and procedures and the Mission and Vision of Nogdawindamin Family and Community Services.

### **KEY JOB FUNCTIONS**

#### **Program Support**

To develop and coordinate Family Well-Being Prevention Services and programs by providing guidance and support to off-reserve Indigenous children and families:

- Plan, organize and monitor the program and services to ensure all activities are consistent with legislation, standards and regulations
- Develop and review program indicators, goals and outcome measures
- Develop, coordinate and provide training for the Family Well-Being Workers
- Develop a Family Well-Being Worker Kit
- Coordinate and facilitate various internal meetings to monitor the Family Well-Being program and services
- Ensure supervision is provided to Family Well-Being Workers for management of cases
- Ensure services are provided using family-centered, strengths-based, child focused practices for children and families
- Ensure quality standards and policies are developed and implemented
- Monitor compliance and accountability for child welfare services under the CFSA or applicable legislation
- Participate in Agency and strategic planning activities
- Implement data collection strategies that support ongoing development and monitoring of quality service delivery
- Collect, report and analyze monthly statistics for the Family Well-Being Program
- Prepare comprehensive reports and provide recommendations to improve the effectiveness of services and programs
- Conduct file audits
- Ensure evaluation mechanisms are in place for delivery of prevention services program
- Promote, support and maintain effective working relations with internal and external collaterals
- Maintain case management record and filing system

#### **Financial Management**

To assist in the preparation and monitoring of the Family Well-Being Prevention Budget:

- Assist in the development of the Annual Family Well-Being Budget and review, monitor, coordinate and plan for the allocation of resources for Agency staff that fall within the limit of authority
- Review, monitor and approve Admission Prevention Financial Expenditures for Agency Staff
- Ensure financial policies and procedures are adhered to

### **Interagency Participation**

To actively participate in internal, external or local committees or groups in support of coordinating programs and services to stakeholders:

- Actively participate on the Specialized Services Team, Full Management, Agency-wide and other internal committees in support of the agency programs and services
- Collaborate with internal and external agencies to monitor and assist in the development of the Family Well-Being program and services
- Maintain liaison with external agencies
- Participate in internal and external meetings or committees as requested
- Liaise and work effectively with collateral agencies and organizations and First Nations

### **Administration**

To complete administrative functions and adhere to all Agency policies, procedures and standards of practice:

- Develop and submit a yearly work plan with goals, objectives and measurable indicators of success
- Review and approve various forms to be used, i.e. Wellness Plans, Monthly Report Forms, Closing Summary, File Audit, Intake Form, etc.
- Prepare and submit comprehensive monthly and quarterly reports to the Program Supervisor
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain work files that are accurate, concise and up-to-date
- Work in compliance with legislation, i.e. CFSA, Occupational Health and Safety, etc.
- Prepare and submit monthly reports, timesheets and travel expense claims
- Follow Agency policies and procedures in the performance of duties

### **Other Duties**

- The Team Supervisor – Family Well-Being may be required to carry case files
- Other duties as required and assigned

## **QUALIFICATIONS**

### **Minimum Education**

- Bachelor of Social Work Degree
- Minimum requirement of a college diploma in Human Services

### **Minimum Experience**

- Two (2) years' experience coordinating and/or managing social programs and services
- One (1) year direct service experience with children and families
- Experience working with aboriginal people, organizations and communities

### **Knowledge Requirements**

- Knowledge of First Nation communities and structures
- Knowledge of local services available to children and families
- Knowledge of CWIS and CIMS
- Knowledge and understanding of the Child and Family Services Act
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings

### **Special Skills**

- Excellent interpersonal skills
- Excellent case management and coordination skills
- Excellent mediation and conflict resolution skills
- Excellent problem solving skills
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Ability to work independently and within a team environment
- Ability to deal with difficult and conflicting situations

Team Supervisor – Family Well-Being Job Description

- Ability to work flexible hours including unplanned overtime
- Ability to work with confidential and highly sensitive and personal information
- Proven ability to work with First Nation communities and people
- Ability to understand and speak Anishnaabemowin is a definite asset

**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class ‘G’ Ontario Driver’s License, access to a vehicle and be able to travel
- Must have \$1M automobile insurance

**WORK SITE LOCATION**

Location to be determined.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Team Supervisor – Family Well-Being will typically be in an office setting. The Team Supervisor – Family Well-Being is frequently required to operate a computer, file and retrieve written documents and work over time when required or during emergency situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Team Supervisor – Family Well-Being will be required to travel to meetings in the province of Ontario.

Administrative positions can be mentally challenging. The administration of social work programs can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Team Supervisor – Family Well-Being to high levels of tension when dealing with issues. The level of tension is usually moderate with high levels of tension occurring on occasions.

**TECHNOLOGY & EQUIPMENT**

Computer, Photocopier, Telephone, Cell Phone, Fax Machine.

**KEY RELATIONSHIPS**

**Internal**

The position requires interaction with the Specialized Services Team, Director of Services, Protection and Resource Managers, Supervisors, co-workers and other staff.

**External**

The Team Supervisor – Family Well-Being will interact with First Nation Health Directors and other staff, Children’s Aid Societies, OPP and other agencies.

**DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

