



Dnaagdawenmag Binnoojiiyag

Child & Family Services

517 Hiawatha Line
Hiawatha First Nation,
ON K9J 0E6

Employment Opportunity Circle Facilitators – 3 (MBQ/Belleville, Hiawatha and Whitby)

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;
- 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). 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

Notes:

- Persons of First Nations, Metis and Inuit ancestry as well as members of Dnaagdawenmag Binnoojiiyag Child & Family Services First Nations are encouraged to apply;
- For a full job description and any questions please email: careers@binnoojiiyag.ca