

## EMPLOYMENT OPPORTUNITY



Dnaagdawenmag Binnoojiiyag  
CHILD & FAMILY SERVICES

Dnaagdawenmag Binnoojiiyag  
Child & Family Services  
517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6  
Toll Free: 1-844-523-2237

<b>POSITION TITLE:</b>	CIRCLE FACILITATOR
<b>DEPARTMENT:</b>	CULTURAL SERVICES
<b>REPORTS TO:</b>	CULTURAL SERVICES SUPERVISOR
<b>LOCATION:</b>	WHITBY, ON
<b>POSTING DATE:</b>	January 19 <sup>th</sup> , 2021
<b>CLOSING DATE:</b>	February 2 <sup>nd</sup> , 2021

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

The Circle Facilitator reports to the Cultural Services Supervisor and is responsible to prepare and facilitate circles and make referrals to formal Alternative Dispute Resolution processes when necessary in keeping with Dnaagdawenmag Binnoojiiyag Child & Family Services' Mission, Vision, and Values. The Circle Facilitator in collaboration with the Cultural Services Supervisor interprets Dnaagdawenmag Binnoojiiyag Child & Family Services' Cultural Services policies and procedures and ensures legislative standards are maintained while providing mediation and support respecting the culture of the child(ren), youth, families and community involved.

### **Responsibilities:**

Promote the philosophy of Circles, which includes confidentiality, safety, building on family strengths, inclusiveness, permanency for children, acknowledging cultural diversity, family preservation/reunification, and family and community collaborative decision-making through consultations and the provision of training and education as requested.

- 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 to explain the Circle agenda and ground rules and to ensure safety, as well as expected outcomes.
  - Facilitating Circles.
  - Completing the Circle outcome report and sharing with participants and providing to the Child & Youth Service Worker for processing
- Provide support, guidance and safety during the Circle process to ensure the best possible outcomes for the children/youth and families involved.
- Comply with traditional protocols and best practices related to Circles and advise Supervisor of any significant departures.

### **Education and Experience:**

- Social Services Diploma or Indigenous Studies Diploma;
- A minimum of three (3) years relevant experience working with children and families;

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- Other educational achievements and relevant experiences which, in the opinion of the Executive Director and Director of Support Services & Administration is an equivalency for the purposes of this position;
- Thorough knowledge and experience of Circle facilitation and Alternative Dispute Resolution process;
- Thorough knowledge of child welfare case management and the Child and Family Services Act;
- Experience, knowledge and skill in group facilitation would be an asset.

### **Accountabilities:**

- The employee is required to provide a vehicle for use on the job and provide Dnaagdawenmag Binnoojiiyag Child & Family Services with evidence of your valid Ontario Driver's License and of Personal Liability & Property Damage 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.
- The employee is required to acquaint himself/herself with all laws, rules, regulations, policies and procedures, which impact on his/her specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which afford them consistent and meaningful effect.

### **Work/Knowledge Requirements:**

- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential;
- Strong knowledge and awareness of indigenous culture and history, with emphasis on child welfare, family violence, the impact of trauma, Indigenous youth engagement and community outreach.
- 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:**

- \$64,840.00 - \$78,148.00, depending on qualifications and experience.

### **To Apply:**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - 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)

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- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- Persons of First Nations, Inuit and Métis ancestry and members of Dnaagdawenmag Binnoojiyag First Nations are encouraged to apply.