
JOB DESCRIPTION

FIRST NATION REPRESENTATIVE COORDINATOR

SUMMARY:

On January 26, 2016, the Canadian Human Rights Tribunal (the CHRT) found Canada guilty of racially discriminating against First Nations children by not providing adequate funding for child and family services on reserve. As a result of this ruling, the CHRT ordered that Canada fully reimburse Band Representative Services for First Nations and Tribal Councils, based on actual needs, and based on actual costs.

First Nations have an inherent authority to make decisions on child welfare that affect the members of the First Nation wherever they reside. This inherent authority is recognized in Part 4 of the Child, Youth and Family Services Act.

The First Nation Representative (Rep) Coordinator will assist First Nation's in the creation of a First Nation Rep program in their communities and sharing information from the CHRT Orders and AIP. The First Nation rep coordinator will assist in developing proposals, advocating, and educating FN's leadership in the new First Nation Rep changes over the next year and onward from the signed AIP. The First Nation Rep Coordinator will work with the Social Services Director to provide guidance, assistance, distribution of resources, and other support as needed to the NAN Chiefs and communities. The First Nation Rep Coordinator will assist the Social Services Director with administrative duties related to First Nation Rep services as required.

DUTIES & RESPONSIBILITIES:

- Assist in planning, development, and organization of meetings related to the First Nation Rep services.
- Coordinate and deliver information sessions and community presentations.
- Provide support services to NAN Communities that are involved with Child and Family Services.
- Develop a working relationship with NAN First Nations and Child and Family Services.
- Assemble data and prepare periodic special reports and correspondence.
- Assisting in planning and development of First Nation Rep services in NAN communities (i.e., Applications, Reporting, Job descriptions, Program activities).
- Provide general administrative support including preparation of memos, briefing notes, letters, and meeting minutes.
- Be familiar with current community resources, provide options and referrals, and connect programs as needed.
- Work with the NAN Communications department in the development of materials as required.
- Complete and maintain reports, including completing required documentation in a timely manner.
- Participate in research projects as required.
- Respond to requests for information.
- Assist with the establishment and maintenance of filing systems.
- Attend meetings, workshops, or other events as required.
- All other duties, as assigned.

ACCOUNTABILITY:

The First Nation Rep Coordinator is under the day-to-day supervision of the Director of Social Services with further accountability for overall performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

Candidates must possess the following skills and attributes:

- Degree or Diploma in social services, political science, public administration, or related field.
- 3-5 years of related experience.
- Experience working with First Nation Communities, Tribal Councils, and/or government-funded projects and programs.
- Education and/or work experience in justice, children, and youth, and/or women's advocacy.
- Knowledge of and sensitivity to the culture and history of First Nations in the NAN territory.
- Excellent interpersonal and verbal communication skills.
- Effective written and computer literacy.
- Must be able to respect confidentiality and make sound decisions.
- Excellent organization and time management skills.
- Class G license Preferred
- Must be able and willing to travel.
- Ability to speak a NAN Language (Cree, Ojibway, or Oji-Cree) is an asset.

PREFERRED/ADDITIONAL EDUCATION, EXPERIENCE AND COMPETENCIES:

- Travel to remote First Nation communities/various meeting locations is required.

LOCATION OF WORK: Thunder Bay, ON

PORTFOLIO: Social Services

CREATED /LAST UPDATED: March 2022