## JOB DESCRIPTION

| **Title** | COMMUNITY BAND REPRESENTATIVE LEAD | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT POSITION] | | |

**Job Purpose**

The Community Band Representative Lead advocates for and represents [Organization Name] Members who are involved in any and/or all child welfare agencies throughout Canada. In addition, Community Band Representative guides and mentors the Band Representatives with this Program.

This position works with the Chief/Council and their administration to create a band representative program for [Organization Name].

**Key Responsibilities**

Specific duties include but are not limited to:

* Provide support/services to Wahgoshig First Nation members that are involved or may be involved with Child/Family Services.
* Establish and develop an active working relationship with all Child/Family Services branches.
* Respond to all Child Welfare Agencies when notified of any members being involved with their agency.
* Ensure that Customary Care is practised with all Band Members before court is considered.
* Participate in all Service Plans, Plans of Care or Service Development for Wahgoshig Band members.
* Develop BCRs as needed with a full briefing note for our Chief and Council.
* Review CCAs prior to seeking Chief/Council’s approval for BCR.
* Present in camera sessions monthly with a report to Chief/Council or when required.
* Practice confidentiality to its fullest.
* Perform other duties as assigned.

**Core Competencies**

* Strong verbal and written skills.
* Outstanding analytical and problem solving skills.
* Ability to coordinate time management to work with numerous families.
* Works well with community members and affiliates of our First Nation.
* Comfortable enough to develop a Child Welfare Committee along with a timeframe to establish [Organization Name] Laws.
* Works independently in a fast-paced work environment with timeframes, ensuring documents are maintained as the program progresses.
* Strong team player
* High degree of ethics and integrity, maintaining confidentiality accordingly

**Key Qualifications**

* Post secondary education in Social Work or a related field is required.
* Bachelor or Master’s degree in social work is preferred.
* Minimum of X years’ experience in a similar role is required.
* Experience working with First Nation people.
* Understand the Child Welfare System and Part 4 of the Child and Family Wellbeing Act, used to be Part 10.
* Must be able to develop and maintain a relationship with our Funders, ISC.
* Must understand Court Applications and Customary Care Agreements.
* Must be able to structure and organize this program to meet the needs of Wahgoshig First Nation and their members.
* Must have a full understanding of our members and our history to help put plans together for the wellbeing of our families, outreach and develop protocols, policies, and service agreements with organizations and governments.
* Fully understands Customary Care Agreements.
* Knowledge and understanding of Bill C92.
* Knowledge of Provincial Child Welfare Regulations.
* Knowledge of our community and its practices.
* Knowledge of the History of Child Welfare as it pertains to Aboriginal Communities
* Experience in developing detailed plans and critical path timelines as well as managing deadlines and completing priorities.
* A valid G drivers licence.
* Ability to develop a Plan of Care for our members and ensure that the legal representative is aware of all Court Files.
* Ability to provide documentation to the Chief/Council when requested.
* Must be able to develop a Program Structure with the Band Representative Team for [Organization Name].

**Working Conditions**

* Work Schedule: [insert work times].
* Overtime or shift work (including weekends and holidays) may be required.
* Some travel may be required
* Ability to sit for extended periods of time.
* Exposure to sensitive and potentially emotionally upsetting information or situations.
* Training is provided upon gaining employment.
* Adherence to COVID-19 protocols, as required.