



Independent First Nations

Independent First Nations Protocol Advisor (North)

The IFN's are seeking a highly motivated and dynamic individual to fulfill the responsibilities of the Protocol Advisor (North) on behalf of six IFN northern communities. Round 1 of employment opportunities is open to members of the Independent First Nations (IFN).

TERM:

The IFN Protocol Advisor (North) will be hired for a TERM contract position which may extend beyond March 2021. The IFN Protocol Advisor (North) will be governed and will adhere to all IFN Policies.

Description

Under the direction of the IFN Leadership and the oversight of the IFN Intergovernmental Affairs Coordinator the IFN Protocol Advisor (North) will work as a Team with the IFN Protocol Advisor (South), both positions assist six IFN First Nations each to develop or revise a Protocol with their local Children's Aid Societies / Child & Family Services Agencies or Indigenous Child Well-Being Authority.

Position Overview

The Protocol Advisor (North) will work with the northern IFN First Nation Leadership, Department Managers / Directors, the Child Advocates (Band Representatives) as well as the local Family Well-Being Committees and First Nation Youth to ensure First Nations maintain jurisdiction and their inherent responsibility to care for their children and youth. This includes assessing the community's resources and capacity to deliver prevention programming and family support, as well as assisting in the identification of data management systems to track the number of children in care, and a process to identify children and youth at risk.

Duties and Responsibilities

1. Establish and maintain cooperative and collaborative working relationships with the IFN Communities in an effort to meet IFN deliverables.
2. Organize Child Advocate / Band Representative Information Sessions (North)
3. Obtain copies of each IFN First Nation Protocol with local Children's Aid/CFS Agency
4. Build collaborative relationships with agencies having similar interests (OACAS/ANCFSAO)
5. Build and maintain partnerships with government ministries, First Nation leaders, Communities and relevant child welfare agencies or organizations.
6. Provide advice to the First Nation Chiefs and Councils, Department Managers/Directors, Child Welfare Advocates (Band Representatives), and local Family Well-Being Committees on compatibility of effective program and service delivery to children and youth and their families in the community.

7. Develop a work plan with goals, objectives, activities, timeframes and costs
8. The IFN engages, consults with Indigenous Youth in all their programs and services; therefore, the Protocol Advisors will encourage youth participation in their workplans, meetings and relevant communications.
9. Assist First Nations to develop a community consultation process
10. Maintain ongoing communication with the First Nation Leadership, Managers/Directors, Child Welfare Advocates (Band Representatives), including the community at large as required to track progress and activities and outcomes.
11. Maintaining records of all meetings attended, and training delivered or received.
12. Reporting: a) IFN Quarterly Meeting Reports b) ISC Reporting c) final project report
13. Adhere to all IFN Protocol, Policies and Procedures.

Education and Experience

- Grade twelve (12) or equivalent required.
- Post-Secondary diploma/degree in Social Work (BSW); Health, or Social Science
- Demonstrated three (3) years working experience in First Nation child welfare
- Experience reporting to various Federal and Provincial Ministries and/or government departments
- Knowledge and understanding the Independent First Nations and their needs/concerns.

Knowledge

- Knowledge of community/social services in Independent First Nation (IFN) communities.
- Able to understand IFN service delivery and reporting requirements.
- Understanding of the operations and functions of the IFN community
- Sound understanding of First Nation Child Welfare Jurisdiction and Inherent Right
- Knowledge of Federal, Provincial and other government child welfare legislations, policies and procedures, such as Bill C92 Federal Child Welfare Act and the Ontario CFSA 2017
- Familiar with the 1965 Indian Welfare Agreement
- Knowledge of program management principles and strategies, related to various areas such as: service delivery/operations, child welfare designated or pre-mandated services, finances, reporting requirements, IT, human resources, data and system management systems
- Experience with developing and implementing capacity building activities.

Analytical, Planning and Organizational Skills

- Ability to analyze problems, and make recommendations using cost effective resources
- Analytical skills to collect, document and evaluate information
- Demonstrated ability to assess strengths of a service department(s) and areas for continuous improvement.
- Planning and organizational skills to set social department priorities and develop and execute work plans according to deadlines

Communication Skills



- Ability to create and present clear timelines deliverables in work plans.
- Consulting and training skills to gather information for program assessments, and to conduct information sessions and capacity development opportunities for the IFN departments.
- Effective communication skills to make recommendations to staff, management and leaders within the Independent First Nations.
- Strong writing skills to assist in the writing of First Nation policies and procedures
- Ability to liaise with IFN staff as well as First Nation personnel

Skills & Abilities

- Excellent oral and communication skills
- Essential computer competencies i.e. Excel, Outlook, Power-point
- Must have a solid understanding of First Nation issues and programs and be politically astute in recognizing the diversity of the First Nations
- Ability to establish priorities, develop action plans, prepare briefing notes/reports on key initiatives impacting First Nations Child Welfare
- Time management skills
- Strong writing and reporting skills
- Ability to be creative, conceptual thinking, and relationship skills
- Research, analytical skills and critical thinking
- Ability to take direction under restraint timelines to carry out IFN activities
- Strong understanding of policy, program and evaluation processes
- Ability to work with diverse Independent First Nation Communities
- Ability to maintain a professional public image representing the IFN
- Ability to maintain confidentiality

OTHER:

- Valid Ontario Driver's License and insurable
- CPIC upon request

LOCATION: Via Satellite Office

SUPERVISION: IFN Intergovernmental Affairs Coordinator

SALARY: \$55,000 annually

APPLICATIONS FOR THIS POSITION MUST INCLUDE:

1. Current covering letter
2. Current resume
3. Three References (Names of persons to contact, including telephone numbers
One reference must be your last employer)
4. Copies of your valid driver's license and education diploma(s) and/or certificates
5. Mail, fax or email your complete application to Diane Maracle (address below)



Only those applicants who will be granted an interview will be contacted.
Thank you for your interest and application for this position.

CLOSING DATE: October 7th, 2020 at 5 p.m.

FOR MORE INFORMATION CONTACT:

Diane Maracle
Intergovernmental Affairs Coordinator
50 Generations Drive, Box 8
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Late Applications will not be accepted

