



# NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

## EMPLOYMENT OPPORTUNITY

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a **full-time contract**:

### **CASE AIDE – SATELLITE OFFICE – SAULT STE. MARIE**

#### **Overview of Responsibilities**

Reporting to the Team Supervisor, the Case Aide provides a complete range of case coverage responsibilities to a team of front-line workers (child protection, child in care, investigation and assessment) of the Agency teams.

#### **QUALIFICATIONS**

##### **Education and Experience Requirements**

- Bachelor of Social Work Degree is preferred
- Required University Degree in the Human Sciences
- Experience working in a child protection environment and working with children
- Knowledge of child development, individual and family counselling techniques
- Two (2) years' experience in a First Nation or Aboriginal social services agency

##### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledgeable of ministry/legislative standards relating to the full range of child protection services and programs
- Knowledge of external services and service agencies

##### **Special Skills & Abilities**

- Excellent computer skills with MS Office Software; Excellent telephone and interpersonal skills
- Excellent customer service skills; Excellent written and oral communication skills
- Excellent organizational skills; Excellent administrative skills; Excellent time management skills
- Ability to work within and meet tight timelines;
- Ability to take initiative and work independently with minimal supervision
- Ability to work within a team environment; Ability to work flexible hours
- Ability to display a positive and helpful attitude; Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

##### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE**

Please submit a job related resume and cover letter along with three work related references by,

**Wednesday, February 7, 2018 – 4:00 p.m.**

#### **Hiring Committee**

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717  
[hr@noq.ca](mailto:hr@noq.ca)

*Preference will be given to applicants of native ancestry.*

***Incomplete or late applications will not be accepted***

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*

***A full job description is located on our website at [www.noq.ca](http://www.noq.ca)***