



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.*

### PREVENTION SERVICES SUPERVISOR PERMANENT FULL-TIME

Reporting to the Manager of Resources, the Prevention Services Supervisor is responsible to coordinate the delivery and reporting of the Community Support Services and Prevention Programs to member First Nations.

#### **Program Support**

To evaluate and coordinate community support services and family prevention programs by providing supervision to staff and guidance and support to the First Nations.

- Plan, organize, and monitor programs and services to ensure all activities are consistent with legislation, practice standards, and regulations
- Coordinate and facilitate various internal meetings to monitor and recommend improvements to applicable First Nation service and prevention programs
- Ensure services are provided using family-centered, strengths-based, child-focused practices while assisting communities to build their capacity in providing safe and nurturing relationships for children

#### **Financial Management**

To assist in preparing and monitoring the support services and prevention budget.

- Assist in the development of the annual prevention budget with the Services Management Team
- Review and monitor financial and operational reports on a monthly basis with the Services Management Team for the prevention program
- Approve expenditures that fall within the limit of authority and develop and sign Payment Requests

#### **Interagency Participation**

To actively participate in internal, external, local, regional or committees/groups in support of coordinating programs and services to the First Nations.

- Actively participate on the Services Management Team, In-Service Staff meetings, and other internal committees/groups in support of community programs and services
- Collaborate with internal and external agencies to monitor and assist in the development of community programs and services
- Maintain liaison with First Nation communities to develop protocols and service agreements, and promote and evaluate programs and services (i.e. Health Directors, Senior Managers, Community Support Services Workers)

#### **Qualifications**

##### **Minimum Education**

- Bachelor of Social Work Degree
- Minimum requirement of a college diploma in Human Services

##### **Minimum Experience**

- Two (2) years experience coordinating and/or managing social programs and services
- One (1) year of direct service experience with children and families
- Experience working with aboriginal people, organizations, and communities

##### **Knowledge Requirements**

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions, and the Seven Grandfather Teachings
- Basic knowledge of the Child, Youth, and Family Services Act
- Knowledge of First Nation service delivery, customs, and traditions in responding to child welfare
- Knowledge of traditional practices, ceremonies, and teachings

##### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### **Work Site Location:**

- Shawanaga

Niijaansinaanik is 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. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijcfs.com](mailto:careers@nijcfs.com) or fax to (705) 223-7439

Application deadline is: **Open Until Filled**

Preference will be given to applicants of Native ancestry, please self-identify.

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

For a more detailed job description, please contact  
Human Resources at [careers@nijcfs.com](mailto:careers@nijcfs.com)  
or call (705)923-8400.