



**SHEGUIANDAH FIRST NATION**  
**JOB POSTING**

POSITION	Family Systems Navigator
LOCATION	Sheguiandah First Nation – Health Centre
ACCOUNTABILITY	Director of Operations/Band Manager
EMPLOYMENT STATUS	Full-Time (35 hours/week)
HOURS OF WORK	Regular Office Hours (8:30-4:30pm) Some weekends and flexible after-hours may be required
PREFERENCES	Person of Indigenous descent/ Sheguiandah First Nation Band Member
TENTATIVE START DATE	ASAP

**Position Summary**

The position reports to the Director of Operations. The Family Systems Navigator provides short and long-term prevention and early intervention services and programs for children, parents, and families of the Sheguiandah First Nation (SFN). They will help children and families involved with child protection services. They will assist clients to engage proactively with the community, family, and children and assist individuals in maintaining resilient-focused wellness by offering a variety of direct services and supports.

**Essential Functions**

- Provide direct services in relation to short and long-term support to families involved with child protection services.
- Develop and implement an Intake process for clients.
- Develop and create individualized Care Plan for clients.
- Collaborate with care network internal and external programs to implement the Care Plan, including recommended referrals to other resources.
- Provide counselling, information, education and guidance to clients with regard to “in-care” resolution actions and support.
- Develop, coordinate and implement parenting programs and educational workshops for clients within the community.
- Develop and implement on-going evaluation process for clients, during and after completion of the Care Plan to ensure effectiveness.
- Develop, coordinate and implement cultural awareness activities (if appropriate).
- Ensure effective and efficient operation of the program through monthly reports, staff consultations and meetings, case conferences and community meetings.
- Maintain community linkages as it relates to the delivery of direct prevention services and programs.
- Provide advocacy and referral services to and for clients and community members.
- Provide life skills training and coaching for clients.
- Provide proactive workshops and/or training in relation to parenting and children’s services.
- Ensure confidentiality in all areas of prevention services. Understand and able to implement knowledge of family systems.
- Provide after care to clients by implementing check-ins and evaluation process.
- Ensure collaboration amongst internal and external programs to ensure effective and efficient operation of preventive services to clients.
- Understand and able to apply effective programs in relation to Child and Family Services.
- Understand and able to implement various funding proposals.

**Administrative:**

- Abide by all applicable policy and procedures; specifically, as it relates to the Family Systems Program as it impacts on the responsibilities of this position including the First Nation’s personnel policy and Child and Family Services Act;
- Participate actively and constructively as a team member in all staff and team meetings, annual case file audits, conferences and training sessions as required to ensure continual program development;
- Ensure the maintenance and safe-keeping of an effective filing system that will include files and documents involving clientele and administrative files;
- Relate positively and collaborate effectively with agency personnel including other agencies or service providers;
- Attend and participate in scheduled case conferences;
- Record and register on a daily basis all service delivery activities for the collection of statistical data, i.e. number of children serviced, number of families serviced, number of hours of direct service, number of participants including administrative activities (accurate record keeping) and complete monthly service reports to Health Management as required;
- Forward any and all requests for program financial expenditures, time sheets, mileage claims, leave requests including to Health Management for verification and authorization purposes;



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- Perform other duties as assigned by the Health Management.

### **Qualifications/Skills**

- Certificate or Diploma in a social work or social services field
- Minimum two (2) years work experience in social services setting is considered an asset
- Ability to engage children, relate to youth with warmth and understanding in a non-judgemental strength-based approach.
- Experience planning and leading individual and group activities.
- Ability to work constructively and cooperatively in a team setting.
- Knowledge and experience in maintaining confidentiality, appropriate boundaries, and basic counselling ethics.
- Excellent written and oral communication skills as well as proficiency with Microsoft software
- Current CPR/First Aid Certification
- Knowledge of the Sheguiandah First Nation organization and programs
- ASSIST/Safetalk training is considered an asset
- Ability to speak Ojibway language would be considered an asset
- Successful candidates must provide VSC and CPIC

**Vulnerable Sector Screening Check (VSS) Rationale:** Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Individuals employed are required to have a clear record of any changes and convictions relating to any abuse, assault, neglect and theft and any alcohol and/or drug related offences as these individuals may word directly or indirectly with vulnerable clients. The VSS must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

### **Confidential: Family Systems Navigator**

c/o Human Resources

[Hr@sheguiandahfn.ca](mailto:Hr@sheguiandahfn.ca)

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Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact [hr@sheguiandahfn.ca](mailto:hr@sheguiandahfn.ca) or by calling (705) 368-2781.

Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.