

INTERNAL / EXTERNAL - JOB POSTING



Original Pathways: Indigenous Alternative Dispute Resolution Asst.

Salary Range: \$43,000-45,000

Funded by the *Ministry of Community Children and Social Services (MCCSS)*

The Original Pathways Program is designed keep Indigenous families in contact with Childrens Aid Societies, and children out of court. The primary aim is to retain children with their birth families with added wrap around services as needed to support and enhance the wellbeing of the family. Find out more about us at: ncnw.ca

Outline of Services to be provided:

You will provide administrative, coordination support in arranging circles for resolution participants.

You will attend resolution circles to take notes for agreed to Care Plans.

You will ensure all participants, including professionals, will use a positive, culturally-based, wholistic wellness approach when planning for the wrap-around circle of care keeping in mind participant mental health needs, chronic issues or other personal factors that Impact on their particular situation.

Help provide improved outcomes for urban Indigenous children and families.

The program will focus on Indigenous women as well as an intersectional and wrap-around service approach to dealing with family needs, as pertains to the children and overall wellbeing.

This program will complement existing services already being accessed and help them become aware of additional community services that may be of benefit to them.

Those served are: Urban Status/Non-status First Nations, Metis, Inuit urban Indigenous families who are in a dispute with child welfare agencies, justice systems, land lords, educational institutions and various other colonial systems.

Anticipated Program Outcomes:

- Indigenous families will remain intact and be able to utilize any needed supports.
- Indigenous families may increase their knowledge of and have access to services in their community;
- Goal is to keep the children in their own homes.
- To minimize the families, need for court involvement through a collaborative approach to child protection disputes.

QUALIFICATIONS / RESPONSIBILITIES:

Post-secondary certificate/diploma or degree in Social Work, Indigenous Studies or related field preferred.

Consideration may be given to high school graduate / GED, with 1-2 years administrative experience.

Ability to handle sensitive information with the highest degree of integrity and confidentiality, ensuring the safeguarding of all confidential files.

Greet visitors in a professional and pleasant manner.

General clerical duties (photocopying, faxing, e-mail, general mailing, filing, scanning, data entry, etc.)

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Strong multi-tasking and time management skills / attention to detail and problem-solving skills.
Assist in preparation of meetings, including making arrangements for food, pick up of supplies, etc.
Planning meetings, taking detailed minutes.
Able to attend various training and/or cultural events pertaining to the organization and/or your position.
Proficient in MS Office (Word, Excel, PowerPoint).
Excellent oral and written communication skills.
Experience in coordination of gatherings.
Minimum of 2 years successful employment experience within an Indigenous agency.
Certified in Level 1 First Aid, CPR/AED
Submission of a Criminal Reference Check (Vulnerable Sector) will be required of the successful candidate and must be completed on an annual basis thereafter.
Reliable transportation, with a clean driver's record is preferred.
Able to start employment right away.

To apply, please submit your cover letter and resume, including relevant experience, qualifications and three (3) employment references to:

ATTN: Hiring Committee

Hiring.ncnw@gmail.com

DEADLINE DATE: Friday January 26, 2024 or until filled

Those of Indigenous ancestry are encouraged to apply. This means First Nations, (Status or Non-Status), Metis and Inuit Peoples. Only those receiving an interview will be contacted.