



# Memberton

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Band Designate (Full-Time Term Position)  
**Department:** Administration  
**Reports To:** Executive Director

Under the direction of Chief and Council, the Band Designate is a highly motivated individual with exceptional advocacy skills, possessing critical knowledge of the *Children and Family Services Act* (Nova Scotia) as well as other laws. The Band Designate acts on behalf of the Band to ensure where possible, children remain in their community and families receive culturally appropriate services.

### Duties & Responsibilities:

- Assist Chief and Council in responding to all Notices to Band for their band member children taken into care;
- Attend court proceedings and provide submissions to the court on behalf of the Band to identify community resources, customs and supports for children and their families, as required;
- Explain the child protection process in Nova Scotia and how it is different for Mi'kmaw children and families, in plain language;
- Assist in the identification of culturally appropriate *guardian ad litem* candidates for the court;
- Assist families in the identification and navigation of culturally appropriate resources, services, programs and training available in the community to the child and family to address the child welfare concerns;
- Educate those who may be involved with the child welfare system about community-based culturally appropriate services and resources available to support families, such as customary care and customary adoptions;
- Hosting community sessions and/or workshops to support prevention of child welfare intervention in the community;
- Identify families at risk of intervention and provide prevention support where possible;
- Help identify and bring forward the community history and knowledge, such as the systemic barriers and factors that may affect the community and its members, when appropriate;
- Identify community Elders or other culturally appropriate service providers who can participate in child welfare proceedings, provide healing opportunities or traditional parenting supports;
- Identify cultural activities and events held by, and within the community;
- Assist in the development of Cultural Connection Plans;
- Provide reports to Chief and Council on community resources, gaps and recommendations to improve community services in the area of supporting children and families within the community; and
- Work with Agency social workers regarding the provision of traditional parenting supports for families to address identified risks.
- Basic knowledge and understanding of the Mi'kmaq interest in the *Children and Family Services Act* (Nova Scotia) and proceedings involving Mi'kmaw children and families and the federal *Act respecting First Nations, Inuit and Métis children, youth and families*;
- Liaise with representatives of Mi'kmaw Family & Children's Services of Nova Scotia and the Department of Community Services;
- Liaise with services providers in areas of Jordan's Principle, mental health, family violence, addictions, housing, education, and others as required;
- Provide submission to the court, when required and ensure all documents are filed with the court;
- Compile all file-related information and documentation as it is related to the child welfare matter;
- Ensure client files are maintained and updated on a regular basis;
- Compile data collection, complete reports as required by Chief and Council and submit all reports as required; and
- Ensure all client file information is kept confidential and maintained in a secure area.
- Complies with Band Personnel Policy & Procedures.
- Maintain positive relationships with Memberton's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.

- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the Executive Director.

**Skills Required:**

- Recognized diploma or certificate in Social Services or a related field. A combination of comparable, relevant and recent education and experience will also be considered.
- Must possess excellent organizational and time management skills;
- Must be able to maintain a very high degree of confidentiality;
- Ability to work with clients, families, Mi'kmaq community service providers, government agencies, Courts and other organizations;
- Effective written and oral advocacy skills;
- Strong computer skills with experience using word processing software;
- Able to resolve conflicts and problem solve;
- Ability to work effectively under pressure and in stressful situations;
- Ability to prepare written reports as required;
- Willing to work flexible hours and travel with minimal notice;
- Ability to exercise discretion in handling confidential subject matter;
- Must possess a valid driver's license and vehicle;
- Must provide a Criminal Reference Check and Vulnerable Sector search;
- Mi'kmaq of Nova Scotia ancestry and ability to speak the Mi'kmaw language will be considered an asset.

*Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.*

**Location:** Membertou, Nova Scotia.

**Start date:** As soon as possible (With the possibility of renewal)

**To Apply:**

- A detailed cover letter explaining how you meet the position requirements;
- A current resume with up-to-date contact information; and
- The names/contact information of three professional work-related references.

**CV/Resumes can be submitted to:**

Membertou Human Resources Department  
**Attention: Richard Stevens**  
 47 Maillard Street  
 Membertou, NS  
 B1S-2P5

Or via email to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS:** Thursday June 23<sup>rd</sup>, 2022 by 4:30PM AST

*Thank you for your interest; however, only those selected for an interview will be contacted.*