

**Position Title:**

Post Majority Support Services, Lead-Administrator

**Posting Period:** Until position is filled**Salary:** \$74,700 – \$82,700 annually**Nigig Nibi Ki-win Gamik Society**

Algonquins of Pikwakanagan First Nation has come together to create and assert *Nigig Nibi Ki-win*, whose name came to the AOPFN Tanakiwin by way of our naming ceremony conducted in accordance with Inàkonigewin. For greater certainty, our inherent right to self-government, as affirmed by the United Nations Declaration on the Rights of Indigenous Peoples and s. 35 of the Canadian Constitution Act, 1982, includes jurisdiction in relation to the wellbeing of Ninìdjànisinànig, Weshkinigidjig, and their families. Algonquins of Pikwakanagan have cared for our Ninìdjànisinànig and Weshkinigidjig in accordance with our customs and traditions. Ninìdjànisinànig, Weshkinigidjig, and their families thrived because they were immersed in their language, connected to the land, and cared for by their people. Inàkonigewin has governed these lands for millennia, well before any colonial laws were brought and imposed on our people and lands. By asserting this Law through Nigig Nibi-Ki-win, we are not bringing into force a new law, but using our knowledge of Inàkonigewin to provide aid to our people in a modern context, in a way that cares for them, our ancestors, and our descendants. The only way to undo the damage that has been inflicted on our people by colonial governments is to re-assert our inherent right to care for our Ninìdjànisinànig and Weshkinigidjig.

**SUMMARY OF POSITION**

The Post Majority Support Services (PMSS) Lead-Administrator provides service coordination and planning for youth and young adults who are aging out or have aged out of care up to the age of 26. The PMSS Lead-Administrator will support the safety and well-being of AoPFN youth and young adults in an approach that is culturally appropriate to assist them in thriving in their transition to adulthood. The PMSS Lead-Administrator functions within legislative requirements, regulations, policies, procedures, and the vision of Nigig Nibi Ki-win Gamik Society for the best interest of AoPFN membership, Algonquin youth and young adults, as well as for the community. The PMSS Lead-Administrator supports the development of the Post Majority Services Support team and its mandate. The PMSS team is a new addition to the Nigig Nibi Ki-win Gamik.

**DUTIES AND RESPONSIBILITIES****1. Program Development**

- Develop best practices for the PMSS program delivery.
- Develop and implement processes and documentation for use by the various applicable departments and Nigig staff with clients.
- Monitor new processes for effectiveness in program delivery.

**2. Case Management and Program Support:**

- Work collaboratively and cooperatively at all levels to coordinate and plan activities and provide case management services to Indigenous youth and young adults formerly in care. Collaborate with Jordan's Principle Navigators to apply Department of Indigenous Services Canada service-related funding definitions and Nigig coordination and planning activities related to service planning for the children and families serviced through Nigig.

- Ensure familiarization with Department of Indigenous Services Canada (ISC) documentation related to the Canadian Human Rights Tribunal (CHRT)
- Conduct a comprehensive assessment of the needs and supports required.
- Support Indigenous youth and young adults to develop, monitor, and evaluate individualized and self-identified goals and life plans with timely on-going services to support their mental health, well-being, and any addictions.
- Ensure youth and young adults have access to financial support; learning, educational, and professional development opportunities; safe, stable, and comfortable housing; physical, mental, and social well-being; connect with land, culture, language, and community.
- Coordinate wrap-around support that meets Indigenous youth and young adults' distinct needs and promotes and supports positive holistic outcomes.
- Consult with internal and external collaterals in the provision of services.
- Support youth and young adults in (re)connecting meaningfully with their families, culture, and communities, and accessing supports that promote reunification or repatriation.
- Support thriving Indigenous youth and young adults during their transition to independence, their self-identified best interests, including their physical, emotional, cultural, relational, and psychological safety, security, and well-being, are paramount considerations.
- Provide supports to family and extended family, and nurture positive relationships when the youth in care reaches the age of majority.
- Work in collaboration with assigned finance department staff to ensure that all financial claims are processed and managed according to Nigig policies and procedures.

### **3. Collaborative Practice**

- Work collaboratively and cooperatively at all departments to support the use of family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.
- Demonstrate behaviors, actions, and attitudes consistent with Agency's vision, mission, and values.
- Provide opportunities for enhancing and developing positive cultural identities of the children, families, and communities served.
- Ensure appropriate communication and consultation with PMSS Worker at proper times.
- Ensure effective and professional communications with all internal and external service providers.
- Share information according to privacy and confidentiality guidelines.
- Work respectfully, positively, professionally, and collaboratively with team members.

### **4. Administrative:**

- Complete administrative functions and reports and adhere to Nigig policies, procedures, and relevant practices.
- Complete PMSS funding applications and claims.
- Liaise with Indigenous Services Canada (ISC) when necessary.
- Formalize monthly reports in collaboration with the CFO and Child Well-being Service Director for service coordination review, analysis and referral activity and service gaps related to mandated and non-mandated service areas of the agency including a statistical analysis.
- Ensure confidentiality and safe keeping of all Nigig documents and records.
- Develop and maintain work files that are accurate, up-to-date and concise.
- Work in compliance with all Health and Safety legislation and requirements.
- Prepare and submit monthly reports, attendance records and travel expense claims.

- Follow the Nigig's HR, Finance and Operational policies and procedures in the performance of duties.

### **5. Quality Management**

- Educate and provide staff and clients on information regarding new developments.
- Develop partnerships with stakeholders and other agencies and organizations.
- Develop and maintain accurate, up-to-date and concise work files.
- Provide reports and assessments as required.

### **6. Other:**

- Act in accordance with the Nigig's Code of Ethics and always maintain confidentiality to protect the privacy of Nigig staff, families, and the community.
- Participate in internal or external committees as required or assigned.
- Perform additional related duties in accordance with job responsibilities and department objectives.
- Participate in training, cultural events, and other mandatory training as required.

### **WORKING CONDITIONS**

Work involves contact with community members, clients, staff; work is subject to deadlines and interruptions. Work involves handling and dealing with issues of a very sensitive and confidential nature. Work may involve travel and working 35 hours per week on a flexible schedule including evenings and weekends and being available on-call after hours.

### **EMPLOYMENT REQUIREMENTS**

#### **1. Basic Requirements:**

- Bachelor's Degree in Social Work degree or relevant Human Services Degree preferred
- Community College Diploma in Social Services may be considered
- Minimum of two (2) years of experience coordinating and managing social programs and services
- One (1) year of direct service experience with children
- Experience working with Indigenous people, organizations, and communities
- A combination of both related education and work experience in your community may be considered

#### **2. Rated Requirements:**

##### **Knowledge:**

- Knowledge and understanding of Nigig's interest in children, youth and families.
- Knowledge of Algonquin cultural practices, traditions, customs.
- Experience with budgeting and cost projections.
- Knowledge of the PMSS program and familiarity with the PMSS toolkit.
- Experience with case management
- Demonstrated financial literacy an asset.

##### **Abilities:**

- Excellent leadership skills
- Excellent clinical assessment, formulation, and treatment planning skills
- Excellent range of clinical services and demonstrated practical work with a child and adolescent population presenting various clinically challenging issues.
- Excellent interpersonal and communications skills
- Excellent conflict resolution, mediation, and critical thinking skills
- Excellent organizational, administrative, and time management skills
- Excellent computer skills with experience in the application of MS Office Suite, particularly Excel and Outlook, and client management data system
- Strong professional ethics
- Ability to establish and maintain effective working relationships and to develop strong, effective teams
- Ability to conduct assessments and develop plans in collaboration with their clients
- Ability to connect clients with providers, referrals, and resources
- Ability to manage multiple priorities, projects, or programs
- Ability to take initiative and work independently
- Ability to meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information
- Ability to interpret legislation and legal documents.

**Personal Suitability:**

- Sensitive to Indigenous culture and values; promotes the culture and aspirations of Nigig.
- Strong interpersonal and leadership skills; demonstrates a high level of professionalism.
- Able to work effectively in a multi-disciplinary team environment.
- Tact, discretion and a high level of confidentiality.
- Possess initiative, self-motivation, reliable and thorough.
- Resourceful and a problem solver.
- Proactive and able to engage in a respectful, friendly and approachable manner.
- Empathetic and compassionate.
- A positive role model.
- Must be able to travel and work flexible hours.

**3. Conditions of Employment:**

- Respect for, sensitivity towards as well as knowledge and understanding of Algonquin culture, traditions, and the Seven Grandfather Teachings.
- Ability to understand and speak Algonquin is a definite asset.
- Provide an acceptable Vulnerable Sector Check; to be provided annually.
- CPR and First Aid Certification; to be provided annually.
- Proof of a minimum of a class “G” driver’s license and a driver’s abstract.

**PREFERENCE IN HIRING**

Nigig promotes equal employment opportunities for all applicants. Persons who identify as Indigenous will be given preference as this role serves the needs of members of Algonquins of Pikwakanagan First Nation. Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to a) the qualified Indigenous person who is a member of

Algonquins of Pikwakanagan First Nation; then to, b) the qualified Indigenous person; then to, c) the qualified non-Indigenous candidate.

**WE OFFER**

- Competitive Salary
- Pension Plan
- Long- and Short-Term Disability
- Paid sick, vacation and special days
- 14 Provincial and Federal Statutory Holidays
- Health Spending account (Dental, Vision, Prescriptions)

Please submit your **cover letter and resume** to: [employment@nigignibi.com](mailto:employment@nigignibi.com)

**Contact Information**

Nigig Nibi Ki-win Gamik Society

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