

**Position Title:** Family Wellness Supervisor, 12-month contract  
**Posting Period:** until October 13<sup>th</sup> 2024  
**Salary:** \$67,500 - \$72,500 Annually

### **Nigig Nibi Ki-win Gamik Society**

#### ***Nigig Nibi Ki-win Gamik Society is growing our team!***

Join our dynamic and dedicated team as we continue to develop capacity within the Algonquins of Pikwakanagan First Nation and greater unceded Algonquin territory. With our Child Well-being law, Nigig Nibi Ki-win, now fully in force, the community embraces a step in reconciliation by reclaiming jurisdiction over the safety and well-being of our children, youth and families.

We're looking for the right people to grow with the organization. Are you interested?

Learn more about Nigig: <https://www.nigignibi.com/about/nigig-nibi-ki-win>

#### **SUMMARY OF POSITION**

The Family Wellness Supervisor will be responsible for overseeing and ensuring the delivery and day-to-day management of the Family Wellness services for members of Algonquins of Pikwakanagan First Nation ("**AoPFN**") through Nigig Nibi Ki-win Gamik ("**Nigig**").

The Family Wellness Supervisor will be assigned duties that allocate, distribute, and oversee the work of Family Wellness workers; membership on committees internal and external, as may be required or as deemed appropriate and necessitated by the Family Wellness Manager.

This is a 12-month contract position.

#### **DUTIES AND RESPONSIBILITIES**

##### **1. Family Wellness Services**

- Responds to all Family Wellness agency notifications within the prescribed time.
- Supports Family Wellness Workers in securing interventions, counselling and escalating other supports, including wholistic, multi-disciplinary alternatives and application of Jordan's Principle, as needed.
- Develops a working relationship with leadership in all Family & Children Services engaged with AoPFN members.
- Ensures that AoPFN members are fully aware of their rights, and programs and services provided under family wellness umbrella.
- Reviews Plans of Care prepared by Family Wellness Worker as necessary.
- Monitors, evaluates Plans of Care as necessary to support Family Wellness.
- Provides family support services that promote the cultural aspirations of AoPFN.
- Ensures client case files are maintained and updated on a regular basis.
- Provides on-going follow-up and support in all cases.

## 2. **Human Resource Management**

- Ensures effective staffing of Family Wellness programs and services makes recommendations for services.
- Recommends to the Family Wellness Manager the employment, promotion, demotion, discipline and termination of staff.
- Supervises staff under the Family Wellness Manager.
- Conducts annual evaluations for the Family Wellness team members.
- Reports issues related to professional standards and performance.

## 3. **Collaborative Practice**

- Provides day-to-day direction and guidance to staff under the Family Wellness department.
- Works closely with Nigig's planning committees, programs and services to ensure quality program content and delivery.
- Participates on relevant boards, committees, and community development projects.
- Utilizes a wholistic, multidisciplinary approach to ensure comprehensive Plans of Care.
- Consults with specialized services for case management as required and when directed.
- Collaborates with other community resources to ensure services are meeting the needs of the children, youth, families.
- Liaises with Family & Children Services and other external organizations.

## 4. **Community Development**

- Identifies and prioritizes family wellness needs.
- Develops strategic plans and annualized work plans to be reviewed by the Family Wellness Manager of the Family Wellness Department.
- Develops, directs, and coordinates new family wellness initiatives under the direction of the Family Wellness Manager.
- Participates on relevant boards, committees and all relevant meetings.
- Promotes community awareness of family wellness services.

## 5. **Administrative**

- Develops and implements tools to ensure evidence-based reporting.
- Completes all administrative reporting requirements according to policies and funding agent mandates including Briefing Notes and Discussion Papers.
- Financial monitoring of specific expenditures as designated by the Family Wellness Manager.

## 6. **Quality Management**

- Utilizes evidence-based reporting to evaluate annualized work plans.
- Participates in monthly staff meetings.
- Ensures Family Wellness staff receives cultural awareness and cultural sensitivity training.
- Identifies, coordinates, and participates in staff development initiatives, conferences and training requirements specific to Family Wellness and leadership development.
- Ensures all licenses and certifications are current.
- Ensures that policies and procedures are developed and implemented in adherence to all relevant legislation and regulatory bodies.

## 7. **Risk Management**

- Completes and updates a comprehensive risk management plan for the Family Wellness Department.
- Provides training on the risk management plan.
- Develops and implements protocols with Family Wellness Services and other Emergency Services engaged with AoPFN members;
- Provides knowledge, awareness and promotion of Nigig's position and interests to Family & Wellness Services and other organizations.
- Ensures the protection and privacy of all Family Wellness information and records.

#### 8. **Other**

Performs other related duties as may be required by the Family Wellness Manager.

### **WORKING CONDITIONS**

Work involves contact with clients, emergency services workers, child welfare agencies and court appearances; work is subject to deadlines and interruptions. Work involves handling and dealing with issues of a very sensitive and confidential nature. Work involves travel and working approximately 35 hours per week on a flexible schedule including evenings and weekends and being available for on-call after hours.

### **EMPLOYMENT REQUIREMENTS**

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

- Bachelor of Social Work or a Bachelor degree in other field of study along with three years of work experience in the field; and
- Minimum of 1 year supervisory experience in the social work or social services field or an acceptable
- Experience working with First Nation people/groups an asset.

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

##### **Knowledge:**

- Indigenous culture, traditions and values. Knowledge and understanding of Nigig's interest in children, youth and families.
- *Social Work and Social Service Work Act, 1998* and its standards and applications involving social workers

##### **Abilities:**

- Research, investigate, analyze and evaluation skills.
- Exceptional written skills i.e. Plans of Care, reports, documents, proposals etc.
- Exceptional verbal skills i.e. developing and supervising programs and services etc.
- Strong computer skills with experience in the application of software, internet and email.
- Financial monitoring of budgets
- Experience working with children, youth and families.

##### **Personal Suitability:**

- 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.
- Sensitive to indigenous culture and values; promotes the culture and values and aspirations of AoPFN through Nigig.
- 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:

- Provide an acceptable Vulnerable Sector Check or Criminal Reference Check as required; to be provided annually.
- CPR and First Aid Certification
- Proof of a minimum valid class "G" driver's license and a clear driver's abstract and access to a dependable vehicle.

### 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
- Employment benefits & pension plan
- Paid sick, vacation and special day leave
- 14 Provincial and Federal Statutory Holidays

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

### Contact Information

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