



EXTERNAL POSTING

MNAASGED CHILD AND FAMILY SERVICES

EMPLOYMENT OPPORTUNITY - OUTREACH WORKER

General Description

Mnaasged Child and Family Services is implementing an outreach strategy process to assist with developing partnerships and shared responsibility with member communities, members both on and off reserve, First Nation organizations to deliver quality and culturally based child welfare programs and services. Mnaasged Child and Family Services are looking for a positive, dynamic individual who has a solid foundation of knowledge of public relations and communications. This individual must be able to develop healthy, positive relationships with all stakeholders. In addition, the successful candidate must be a team player in a growing and advancing Child and Family Services Agency.

Reporting to the Director of Services, the Outreach Worker is responsible for providing expertise in public relations leadership and communications to the six First Nations and their members as well as First Nation organizations and other organizations. The Outreach Worker will support the work of the Agency in the development and implementation of an outreach strategy as the Agency moves through child welfare transition, designation and post designation by collaborating, engaging and working across departments within a cooperative and accountable environment.

RESPONSIBILITIES

- Provide input for development of outreach strategic plans
- Conduct outreach plans for on/off reserve members, First Nation organizations, Schools, Hospitals and other outside organizations
- Create public awareness by providing outreach and recruitment in relation to MCFS programs e.g. Alternative Care – Foster Care, Jordan’s Principle, Youth in Transition
- Attend and participate in staff meetings and special projects and other duties as assigned
- Develop and assist with an outreach strategy in collaboration with the Jordan’s Principle Team
- Assist in the recruitment of Foster Care Parents in collaboration with the Alternative Care Team
- Assist in other areas as deemed necessary by the Director of Services

QUALIFICATIONS

Education Requirement

- Bachelor’s in Public Relations, Marketing or Business Administration an asset
- Grade 12 diploma or equivalent

Experience Requirements

Three (3) years’ experience working in the following:

- In public relations and communications
- Working with various office systems and equipment
- Working with First Nations people, organizations, and communities
- Professional writing in proposals, policies, procedures, and reports

Knowledge Requirements

- Knowledge of child welfare services issues at the First Nation and regional level
- Knowledge of Mnaasged Child and Family Services programs and services
- Knowledge and respect for, sensitivity towards as well as knowledge and understanding of Anishinabek, Lenape, and Haudenosaunee culture, traditions and the Seven Grandfather Teachings



- Knowledge of First Nation service delivery, customs and traditions in relation to child welfare
- Knowledge of the Child and Family Services Act

Special Skills

- Proficient computer skills with MS Office Software
- Excellent planning and organizational skills
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem-solving skills
- Excellent oral and written communication skills
- Excellent time management skills
- Ability to facilitate meetings and deliver professional presentations
- Ability to develop high level professional documents
- Ability to attend to details
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work independently and within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to display a positive helpful attitude
- Ability to adapt to change
- Ability to work with senior management, First Nation members and First Nation organizations
- Ability to maintain and work with confidential and sensitive information

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage

Salary

- Salary is based on qualifications and experience

Hours of Work

- Hours of work are generally 8:30 am – 4:30 pm, Monday to Friday with half an hour (30 minute) lunches
- From time to time workers will be expected to work during evenings and weekends utilizing the flex time system

This is a permanent full-time position.

Pension and benefits become available upon completion of 6-month probationary period

CLOSING DATE: Friday, May 26, 2023 at 4:00 pm

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Anyone requiring more information about our agency or this position may contact:

Carol Antone, Human Resources Developer

hr.developer@mnaasged.com

(519) 289-1117 ext. 237

Please forward your cover letter, resume and 3 working references letters via email or mail to:

confidential.hr@mnaasged.com

CONFIDENTIAL - Human Resource Department

Mnaasged Child and Family Services

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