

**Malahat Nation**

110 Thunder Road | Mill Bay, BC | V0R 2P4

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Designated Band Representative

REPORTS TO Director of Early Learning Child & Family Supports**START DATE** April 2023**COMPENSATION** \$59,287.87 to \$61,047.78 (NEE-24B)
- subject to education and / or experience or a combination of both.**STATUS** 1-full time permanent
(30-hours per week)

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate to join our Early Learning Child & Family Supports team! We are looking for fun, energetic, dependable and organized staff. Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.

PURPOSE: Reporting to the Director of Early Learning and Child & Family Supports, the Designated Band Representative will act as Malahat Nation's representative for children and families who are working with Child and Family Service agencies. The Designated Band Representative will provide guidance, advocacy and support to Malahat Nation Member children, youth and families who are working with Delegated Aboriginal Agencies or the ministry of children and family development. *This position is a FT permanent position that works in the office, with minimal local travel and potential for emergency call outs as required.*

RESPONSIBILITIES:

- Liaise with Delegated Aboriginal Agencies (DAA) and Ministry of Children and Family Development (MCFD) agencies that are working with registered Malahat Nation members and children who are entitled to be registered at Malahat Nation
- The Designated Band Representative should be consulted and provide support to Malahat Nation families who are working with DAA's and MCFD
- The Designated Band Representative should be consulted before the removal of a child or the implementation of a safety plan
- Assist with short term and/or emergency placements of children with extended family and/or relatives
- Collaborate with the Director of Early Learning and Child & Family Supports and other CFS team members on identifying and locating families or other close community members to help facilitate ongoing connection and possible placement of children at risk of coming into care
- Ensure positive communication and proactive relationships with team members, children & families
- Attend case plan meetings for all children in care
- Attend quarterly meeting with DAA for case management
- Sign court document and attend court as the Designated Band Representative of Malahat Nation with regards to Child and Family Services when appropriate
- Advocating for the reduce the use of family court and advocate for traditional decision making
- Promote children's cultural safety, maximizes quality of life and assists families in their role as primary caregivers
- Advocate for out of care options for families when appropriate
- Willingness to educate and organize training opportunities for Malahat Nation staff pertaining to child safety
- Willingness to be on call for emergencies pertaining to child safety at Malahat Nation
- Ensure that all information about children, staff, visitors and volunteers are strictly confidential
- Model appropriate behaviors and attitudes for children and families we provide service to
- Provide bi-weekly case notes and tracking of families/organizations connected with
- Adhere by COVID-19 policies while they apply.
- Participate in training and staff meetings as required.
- Other duties as required

EDUCATION AND EXPERIENCE:

- Minimum Post-Secondary Degree in Social Work, Social Science, Child & Youth Care or related field
- Minimum of 3 years' experience working in Social Services or related field in a First Nation
- Proven ability of accurate and comprehensive recordkeeping including keeping an up-to-date case log
- Must have knowledge of the CFCS and completion of classes pertaining to Child Safety
- CPR and standard first aid training
- Clean criminal record check including vulnerable sector search prior to employment

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.

- Class 5 driver license with Driver Abstract
- Effective December 3, 2021 full vaccination against COVID-19 is required to be eligible for employment at Malahat Nation. All individuals must show Proof of Vaccination as a mandatory condition of their employment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of the CFCSA and Aboriginal Policy and Practice Framework in British Columbia
- Knowledge of the challenges and adversities of at-risk children and youth
- Experience working independently and in partnership
- Experience working with Indigenous peoples an asset
- Strong communication skills, verbally and in writing, ability to work well and communicate well with children and families
- Ability to maintain a high level of accuracy in preparing and entering reporting requirements including knowledge of Microsoft Office Suite Programs such as Word, Excel, etc. and / or zoom
- Ability to take accurate and unbiased case notes for record keeping
- Ability to work in a team environment as well as work independently
- Ability to work in a high paced environment dealing with difficult emotional and critical issues
- Proven ability to maintain confidentiality
- Excellent time management and strong organization skills; a multi-tasker
- Demonstrate the ability to stay calm in the face of crisis or conflict and use non-violent communication

***Interested applicants are invited to submit a current resume, a detailed cover letter and three references.
Please reference the 'Job Title' in the 'Subject Line'.***

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email
Email: careers@malahatnation.com
Website: <https://malahatnation.com/jobs/>
Deadline: 4:00 p.m. Thursday, March 30, 2023