



## 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** As Soon as Possible

**COMPENSATION** \$63,289.80 to \$65,188.50 (NEE: B - 24)    **STATUS** 1-full time permanent (30-hours per week)  
- *subject to education and / or experience or a combination of both.*

- **\$1,500.00 Signing Bonus\*\*** upon successful completion of a 3-month probationary period
- **\$1,000 1-Year Service Bonus\*\*** upon successful completion of 1-consecutive year of service

***Do you possess a Degree in Social Work, Social Science, Child & Youth Care or related field and have experience working in Social Human Services? We are looking for fun, energetic, dependable and organized staff. Do you want to be part of a great team with perks such as a Malahat Nation BONUS?***

*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 ELCFS team! Our staff are offered a pension and benefits plan, and amazing 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 fulltime permanent position that works in the office, with minimal local travel as required.*

### RESPONSIBILITIES:

- Participate in family meetings, case planning meetings and court related hearing, case conferences, contested hearings, mediations and trials primarily in the local registry jurisdiction;
- Participate on the behalf of the child and Malahat Nation in all areas of child welfare including: meetings, adoptions, child safety, guardianship, and foster care providing input and advocacy for youth in high risk situations;
- Participate in and support the decision-making process for permanency, adoption and aging-out for current children and youth in care;
- Participate in the development of cultural and youth programming;
- Receive service of court notices as legislated under the CFCSA service on behalf of Malahat Nation; participate in all relevant court hearings to ensure the cultural and foundational rights of the child/youth are protected and considered;
- As DBR, is a party to the court proceeding and can provide consent to the application in court if in the child/youth's best interest assist the court to understand the importance of the child/youth to the community;
- Ensure the child/youth is connected to culture, family, and their rights are supported by the court plan of care;
- Ensure the Malahat teaching and rights of Malahat Nation citizens are respected in all agency practices;
- Ensure that all information about children, staff, visitors and volunteers are strictly confidential;
- Develop and sustain working relationships with community partners;
- Provide community education presentations on topics related to child advocacy, children/ youth in care;
- Maintain current knowledge of the relevant laws and policies related to Child Welfare;
- Attend the Designated Representative training, court training and relevant trainings as available;
- Model appropriate behaviors and attitudes for children and families we provide service to;
- Adhere by COVID-19 policies while they apply;
- Other related duties as required including but not limited to emergency on-call support on an as needed basis.

### EDUCATION AND EXPERIENCE:

- Post-Secondary Degree in Social Work, Social Science, Child & Youth Care or related field is required
- 1-year experience working in Social Services or related field in an Indigenous community an asset
- CPR and standard first aid training required
- Clean Criminal Record Check including vulnerable sector search prior to employment is required
- Valid BC Driver License with Driver Abstract is required

- 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

**\*\* Malahat Nation Bonuses** are provided on a one-time only basis and subject to meeting specific departmental requirements and eligibility criteria; terms and conditions do apply (details can be provided upon request)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the CFCSA and Aboriginal Policy and Practice Framework in British Columbia
- Knowledge of the CFCS and completion of classes pertaining to Child Safety
- Knowledge of Microsoft Office Suite Programs such as Word, Excel, PowerPoint, Zoom, HTML, etc.
- Excellent written, oral and interpersonal communication skills, with strong analytical and problem-solving skills
- Demonstrated time management with the ability to multitask different tasks simultaneously
- Demonstrated ability to prepare and maintain reports, records, statistics and case files
- Demonstrated knowledge of issues and challenges of working with at risk children, youth, and families
- Demonstrated ability to work in a high paced environment dealing with difficult emotional and critical issues
- Show tact, courtesy, and discretion in dealing with children and families maintaining strict confidentiality in the course of duties
- On occasion, may be required to work flexible hours (*evenings and/or weekends – very minimal*)

***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](mailto:careers@malahatnation.com)

Website: <https://malahatnation.com/jobs/>

**Deadline: Recruitment Open Until Position is Filled.**