

# Rainy River First Nations – Job Posting

## FIRST NATIONS REPRESENTATIVE



Permanent, Full-Time  
Please apply by April 3<sup>rd</sup>, 2026

The First Nations Representative serves as a committed advocate for Rainy River First Nations children, youth, and families involved in the child welfare system. This individual brings a strong understanding of the Child, Youth and Family Services Act (CYFSA) in Ontario, with a particular focus on its application to the Rainy River First Nations community.

In this role, the Representative acts as both a liaison and advocate in court proceedings, ensuring that the collective best interests of the Nation's children are protected and that all processes are approached in a culturally respectful manner. They will also participate in case conferencing; help identify appropriate family and community support systems and provide ongoing case management oversight—always with a lens of cultural sensitivity and community connection.

### **PRIMARY ACCOUNTABILITIES**

#### **Administration**

- Maintain a strong knowledge of the CYFSA, and the Ministry of Children and Youth Services policies and procedures.
- Knowledge of Customary Care Provision and Kinship Care as CAS options of placement rather than apprehension.
- Completing and filing court forms and attending court appearances on behalf of Rainy River First Nations.
- Maintain strict confidentiality in all matters related to clients and families.
- Accurate and comprehensive record keeping including up-to-date case logs.

#### **Case Management**

- Prepare Plans of Care, including recommendations for placement of children.
- Complete all relevant case-related information and documentation.
- Prepare, serve, and file additions or amendments to the Client's Plan of Care.
- Ensure client files are maintained and updated on a regular basis including a review of the client's Plan of Care.
- Complete required background information on child(ren), confirming they are a member of Rainy River First Nations as well as any history of the child or family in relation to the First Nation.
- Coordinate Case Management conference with all community services involved.
- Monitor client's Plan of Care.
- Complete case review meetings with all necessary parties.

#### **Client Care**

- Ensure Rainy River First Nations members are fully aware of their rights and that those rights are always being upheld and protected.
- Consider the needs of the child(ren) and identify available resources.
- Interact with children in custody and Crown Wards.
- Interact and support children through adoption proceedings, court hearings, meetings with parents and custodians, as well as with Indigenous and non-Indigenous agencies and legal services.
- Provide support, advocate to maintain family units, and advocate for satisfactory solutions to family problems.
- Ensure effective delivery and monitoring of practices, adhering to relevant strategies to safeguard children who are in care.
- Be personable and able to develop effective and trusting relationships, as well as develop rapport with clients.

#### **Networking and Collaboration**

- Interact with First Nation members and families.
- Develop working relationships with other First Nation Representatives, Agencies and Legal Counsel
- Work and liaise with Child Welfare Agencies.

- *Other duties deemed necessary.*
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## **POSITION REQUIREMENTS**

### **Knowledge, Skills & Abilities**

- Familiar with Rainy River First Nations culture, values and community.
- Ability to interpret legislation and legal documents.
- Knowledge of Case Management techniques.
- Knowledge and experience working within a multi-disciplinary team approach.
- Strong written and verbal communication skills.
- Strong negotiation skills, techniques and advocacy.
- Ability to exercise discretion in handling confidential subject matter.
- Strong conflict-resolution skills, de-escalation techniques, and problem-solving skills.

### **Education & Experience**

- Post-Secondary Diploma in Social Work/Law Clerk/Child and Youth Worker or related field.
- Minimum of 3 years of Social Services experience, direct experience with First Nations considered an asset.
- Experience working with children, youth, and families.
- Understanding of Customary Care is considered an asset.
- Experience with Bill C92, Family Law and Alternative Dispute Resolution considered an asset.
- Experience working with children, youth and families is considered an asset.
- Experience working with Indigenous people, organizations, and communities.
- Culture safety training is considered an asset.

### **Additional Requirements:**

- Criminal Record Check and Vulnerable Sector Screening
  - Valid Driver's License and satisfactory driver's abstract
  - Valid Standard First Aid Certificate and CPR
  - Adherence to Rainy River First Nations' Drug Testing Policy
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## **WORK ENVIRONMENT**

This position operates within a standard office environment and involves extended computer work, detailed documentation, and regular court-related responsibilities. The role requires emotional resilience, sound judgment, and the ability to manage highly sensitive and complex child welfare matters with empathy, cultural awareness, and professionalism. The successful candidate will work closely with children, families, legal counsel, and community partners within an Indigenous community context, where confidentiality, trust-building, and advocacy are essential.

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## **PERKS & BENEFITS**

As a valued team member, you will be eligible for:

- 2 weeks paid vacation
- 2 weeks paid Christmas closure
- 100% employer-paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year
- Ten (10) paid sick days per year

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**How to Apply:**

Please submit a cover letter and current resume to: [hr@manitouapids.ca](mailto:hr@manitouapids.ca) by April 3<sup>rd</sup>, 2026

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**2025 - 2028**

**Rainy River First Nations Chief & Council**

*We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.*

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit [www.rainyriverfirstnations.com](http://www.rainyriverfirstnations.com)

