



"Working Together"

**M** \*  
Atikameksheng  
Anishnawbek

**A** \*  
Sagamok  
Anishnawbek

**M** \*  
Serpent River  
First Nation

**A** \*  
Mississauga  
First Nation

**W** \*  
Thessalon  
First Nation

**E** \*  
Garden River  
First Nation

**S** \*  
Batchewana  
First Nation

**W** \*  
Batchewana  
First Nation

**E** \*  
Batchewana  
First Nation

**N** \*  
Batchewana  
First Nation

## The North Shore Tribal Council

473 "A"  
Highway 17 East  
Cutler ON  
POP 1B0

Tel: (705) 844-2340  
Fax: (705) 844-2563

**HEALTH PROGRAM:**  
Tel: (705) 844-2021  
Fax: (705) 844-2844

**NIGAANIIN PROGRAM**  
Tel: (705) 692-9771  
Fax: (705) 692-1594

Toll free: 1877 633-7558  
[www.mamaweswen.ca](http://www.mamaweswen.ca)

## Mamaweswen, The North Shore Tribal Council EMPLOYMENT OPPORTUNITY

### Project Manager

Mamaweswen, THE NORTH SHORE TRIBAL COUNCIL invites applications for a Project Manager.

### Purpose

Under the direction of the Chief Executive Officer the Project Manager will be responsible for defining, planning and implementing activities to develop a Child Welfare Law for the North Shore First Nations and Nogdawindamin's service area. The Project Manager will consult with the North Shore Tribal Council Communities and work with members of the Nogdawindamin Team, relevant provincial Ministries and Department of Indigenous Services Canada. The Project Manager functions within the Terms of Reference set out in the NSTC resolution on child welfare law development.

### Duties and Responsibilities

#### Program Management

Responsible for defining, planning and implementing activities to develop a Child Welfare Law.

- Developing detailed project work plans & proposals as required;
- Consulting regularly with First Nations to define and plan activities;
- Defining data elements as required and developing data collection tools;
- Identifying existing data sources and collection methods;
- Gathering, compiling and maintaining data through consultations with North Shore Tribal Council Communities, agency, Ministry and DISC;
- Developing reports, discussion and high level briefing papers as required;
- Identifying Ministry and/or DISC requirements;
- Ensuring detailed records and statistics of all meetings related to the project are maintained;
- Ensuring that all working files are accurate, concise, and up-to-date;
- Meeting reporting requirements of funding agency;
- Ensuring on-going day to day evaluation of project activities is consistent and appropriately achieved;
- Liaise, consult and work effectively with the communities served;
- Promote, support and maintain effective working relationships
- Ensure the development and implementation of appropriate protocols and policies/procedures with First Nations and external agencies;
- Facilitate meetings for planning as required.

#### Administration

To complete administrative functions as required.

- Assist in the preparation and monitoring of project budget and make recommendations;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Prepare and submit reports as required;
- Follow the NSTC's human resources, finance and other policies and procedures in the performance of duties.

### Qualifications

- Required undergraduate degree in Human Services, graduate degree an asset;
- Required five (5) years' experience at a senior level position within the child welfare system with working knowledge of the CFSA, child welfare data elements, funding framework, and organizational service systems;

## Knowledge Requirements

- Knowledge of First Nation communities and structures
- Knowledge of local services available to children and families
- Knowledge and understanding of the Child Youth and Family Services Act
- Knowledge and understanding of the C-92, An Act Respecting First Nations, Inuit and Metis children, youth and families.
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Excellent interpersonal skills
- Excellent case management and coordination skills
- Excellent mediation skills
- Excellent conflict resolution skills
- Excellent problem solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Excellent facilitation, coordination, assessment and planning skills
- Ability to work independently and within a team environment
- Ability to deal with difficult and conflicting situations
- Ability to use good judgment and consistently display a positive and helpful attitude
- Ability to take initiative and meet deadlines
- Ability to work flexible hours including unplanned overtime
- Ability to adapt to and manage change
- Ability to work with confidential and highly sensitive and personal information
- Proven ability to work with First Nation communities and people
- Ability to understand and speak Anishnaabemowin is a definite asset
- 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 be able to travel
- Must have \$1M automobile insurance

**Application Deadline: No later than 4:00 p.m. on Friday February 17, 2023.**

**Send letter of application, resume, three (3) letters of reference and CPIC (within 6 months) to:**

Attention: Hiring Committee  
c/o Patricia Abitong, Human Resources  
*Mamaweswen*, The North Shore Tribal Council  
473 A Highway 17 East, Cutler, ON P0P 1B0  
Phone: (705) 844-2340 Fax: (705) 844-2563  
Email: [hr@mamaweswen.ca](mailto:hr@mamaweswen.ca)

\*\*\*A full job description is available upon request\*\*\*

Only those who qualify for an interview will be contacted.

\*\*\*Miigwetch\*\*\*