



# CCFCP MANAGER/SUPERVISOR

## 1 Full-Time, Permanent Position

### GENERAL DESCRIPTION

The Manager/Supervisor is a full time, permanent position with the Couchiching Child & Family Care Program responsible for acting as a primary liaison between Couchiching First Nation and Weechi-It-Te-Win Family Services.

### PREFERRED QUALIFICATIONS

1. Bachelor's Degree in Social Work, or other relevant field from an accredited university is preferred;
2. Three years of experience in the management of services for children and their families or a comparable human service program;
3. Working knowledge of First Nations, Tribal and external services and services agencies in the Fort Frances Tribal area;
4. Working knowledge of Child and Family Services Act, especially the section on Indigenous Child Welfare, Customary Care Declaration and procedures; and the associated regulations and provincial court applications;
5. Demonstrated ability to research community needs, plan community-based services and prepare written reports on such research and planning;
6. Demonstrated ability to prepare comprehensive narrative and statistical reports and program policy and services procedures;
7. Demonstrated ability to facilitate community and group decision making processes through knowledge, ideas and procedures;
8. Ability to establish and maintain respectful and purposeful relationships with clients, subordinates, colleagues, other relevant organizations and management;
9. Excellent organizational, administrative and leadership skills;
10. Excellent written and verbal communication skills; and
11. A valid Driver's License.

Applications will be accepted until 3:30 p.m. September 14, 2020. Applications should include resume, cover letter (signed) and three (3) employment related references (two of which must be from a current or recent supervisor) with permission (signed) to contact these references. Successful applicant must be able to pass a Criminal Reference Check, Vulnerable Screening Sector, medical assessment as well as a driver's abstract.

Please submit application to:

Human Resources Manager  
Couchiching First Nation  
RMB 2027, RR2  
Fort Frances, Ontario  
P9A 3M3  
Email: [cfnhr@vianet.ca](mailto:cfnhr@vianet.ca)  
Fax: (807)274-6458

All late applications will be returned unopened.  
For a complete Job Description, contact Amanda French 807-274-8844