

# **LAC DES MILLE LACS FIRST NATION EMPLOYMENT OPPORTUNITY – WRAP-AROUND SERVICE COORDINATOR**

## ***Position Summary***

Lac des Mille Lacs First Nation (LDMLFN) is currently seeking a full-time Wrap-Around Service Coordinator for the First Nation. The Wrap-Around Service Coordinator will provide targeted case management services and supports to families with children in crisis and who may be experiencing other wellness and education related concerns. The Wrap-Around Service Coordinator will engage families in a strengths-based relationship to identify, establish, and build a strong, supportive network, consisting of the child, his or her family, and a team of professionals and identified supports. The Wrap-Around Coordinator will also ensure that the development of a Student Support Plan is family-focused community oriented, and tailored to meet the child and family's unique needs.

## ***Required Skills & Qualifications***

In order to be considered for this position, applicants must possess any of the following:

1. Bachelor's Degree in Social Work or related field (Master's Degree an asset)
2. Must be registered with a professional body
3. Experience in Wrap-Around Services would be an asset
4. A minimum of five years experience working in the behavioral or wellness field considered an asset
5. Excellent management, planning and organizational skills are required.
6. Ability to work, communicate effectively both individually and in a team setting
7. Ability to work with other professionals and support staff
8. Must be dedicated to the success of children and family teams
9. Effective conflict resolution/problem solving skills
10. Demonstrate positive insight and judgement
11. Effective oral and written communication skills
12. Proficient in using Microsoft Word, Excel and other software applications
13. Experience in working with Indigenous children, youth and families in a healing and reconciliation capacity, is considered an asset
14. Strong connection to the Indigenous community and resources an asset
15. Strong knowledge of Anishinaabe language, culture, tradition, history and local community is preferred
16. Valid driver's license and access to a vehicle.
17. Fluency in the Anishinaabe Language is an asset.
18. A clear Vulnerable Sector Check is required.

Along with their resume, cover letter and three references (one of whom should be a current or previous supervisor), applicants should be prepared to also submit (prior to employment) a current criminal record check and OCT certificate. Application packages must be submitted by **Tuesday September 10<sup>th</sup>, 2019 at 12:00 p.m. noon EST to:**

**HIRING COMMITTEE  
Lacs des Mille Lacs First Nation  
1100 Memorial Avenue, Suite 328  
Thunder Bay, ON  
P7B 4A3**

**Telephone: (807) 622-9835 • Fax: (807) 622-9866 •  
E-mail: [info@lacsdesmillelacsfirstnation.ca](mailto:info@lacsdesmillelacsfirstnation.ca) or [ldmlfn@lacsdesmillelacs.ca](mailto:ldmlfn@lacsdesmillelacs.ca)**

**General Duties:**

- A. Overall supervision of Lac des Mille Lacs Wrap-Around support program and services.

**Specific Duties Include:**

1. Establish positive relationship and communication with clients and their family members, staff, and other professionals from different agencies
2. Identify and problem solve any potential obstacles that may arise within the team setting
3. Organize and attend team, staff and agency meetings as required
4. Develop strong connections to the local community and resource providers
5. Create, provide accurate and concise documentation of contacts with family, team members, providers, and maintain client files on electronic record, in a timely manner
6. Coordinate initial meeting with the child and family, complete intake package, and any necessary documents within a given time frame
7. Facilitate and develop crisis plan (to ensure immediate safety of the child), individualized Student Support Plan for each child, within a given time frame, taking a team approach
8. Coordinate, facilitate and plan for ongoing child and family team meetings
9. Reassess child and family needs and modify the Student Support Plan, as needed
10. Inform family team of regular updates on progress towards achieving Student Support Plan goals
11. Support family involvement of informal supports, as needed
12. Monitors quality of service delivery provided to family within the team setting
13. Take on the role of a liaison as new services are /or need to be developed
14. Provide supports needed for the child/family through face to face contact or by phone, during times of crisis/emergency. All forms of contact should be documented as crisis hours in detailed form including crisis assessment and planning, follow up, and stabilization
15. Maintain an empathetic, professional, relationship with children and families, and provide encouragement to keep families engaged in all services offered
16. Adhere to and safeguard confidential healthcare information and compliance as required by PHIPA
17. Be familiar with Duty to Report of any suspected child abuse or neglect to appropriate authorities and agencies
18. Other duties are assigned by the Education Director and/or Band Administrator

**Working Conditions**

- In a school and community setting; indoor and outdoor environments, in all seasons
- Fast-paced environment; work under pressure; attention to detail; travel
- May require lifting of supplies/materials
- Willingness to work flexible hours

**Compensation** To commensurate with education and experience

**Funding Sources** Indigenous Services Canada, Health Canada and Other Sources

**Note:** We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.