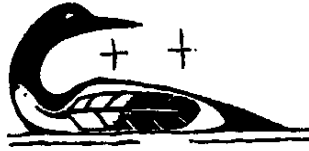


Long Lake #58 First Nation

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Long Lake #58 First Nation – Assistant Band Representative Manager –
Thunder Bay Site

Position Title: Assistant Band Representative Manager Department: Band
Representative Program Reports To: Band Representative Manager Location:
Long Lake #58 First Nation / Designated Service Locations Employment Type:
Full-Time

Position Summary

The Assistant Band Representative Manager supports the Band Representative Manager in the administration, coordination, supervision, and delivery of services for Long Lake #58 First Nation children, youth, and families involved with the child welfare system. The position assists in ensuring that the rights, culture, identity, and best interests of Long Lake #58 children and families are protected and upheld while supporting the Nation's commitment to family preservation, reunification, customary care, prevention, and jurisdiction over child and family services. The role also provides leadership and support to Band Representatives, Family Support Workers, Access Workers, and related program staff.

Key Responsibilities

Program Leadership & Administration

- Assist in the day-to-day management of the Band Representative Program.
- Support the development and implementation of program policies, procedures, and standards.
- Ensure program objectives, reporting requirements, and service targets are achieved.
- Coordinate staff schedules, workloads, and case assignments.
- Act on behalf of the Band Representative Manager during absences.

Staff Supervision & Support

- Provide guidance, mentoring, and support to program staff.
- Assist with staff orientation, training, and performance evaluations.
- Promote a positive, culturally safe, and collaborative work environment.
- Support conflict resolution and professional development initiatives.
- Other duties as required by the Program

Child & Family Advocacy

- Advocate for the rights and interests of Long Lake #58 children, youth, and families involved with child welfare agencies.
- Participate in case conferences, court proceedings, planning meetings, and service reviews as required.
- Ensure children maintain connections to family, culture, language, community, and identity.
- Support reunification, customary care, kinship care, and prevention-focused approaches.

Case Management Oversight

- Monitor case documentation, case notes, and service records.
- Ensure confidentiality and compliance with relevant legislation and community policies.
- Review files to ensure quality service delivery and adherence to program standards.
- Assist staff with complex cases and crisis situations.

Community & Agency Collaboration

- Develop and maintain positive working relationships with child welfare agencies, government ministries, legal representatives, schools, health services, and community organizations.
- Represent Long Lake #58 First Nation at meetings, committees, and community events.
- Promote community awareness of Band Representative services and supports.

Cultural Protection & Community Wellness

- Ensure services are culturally appropriate and grounded in Anishinaabe values, traditions, and teachings.
- Support cultural programming and activities that strengthen identity and belonging.
- Promote family wellness, prevention, and community-based solutions.

Reporting & Financial Accountability

- Assist with program reporting, data collection, and statistical tracking.
- Support budget monitoring and resource management.
- Prepare reports and recommendations for management and leadership as required.

Qualifications

Education

- Diploma or Degree in Social Work, Indigenous Studies, Child and Youth Care, Human Services, or a related field.
- Equivalent education and experience may be considered.

Experience

- Minimum 3–5 years of experience in social services, family services, Indigenous social services, or a related field.
- Previous supervisory or leadership experience is considered an asset.
- Experience working with First Nations children, youth, and families.

Knowledge & Skills

- Knowledge of child welfare legislation and Indigenous child and family service systems.
- Understanding of customary care, prevention services, family reunification, and Indigenous jurisdiction initiatives.
- Strong advocacy, leadership, organizational, and communication skills.
- Ability to manage confidential information with discretion.
- Excellent conflict resolution and problem-solving abilities.
- Strong computer and report-writing skills.

Requirements

- Valid Ontario Driver's Licence and reliable transportation.
- Ability to travel as required.
- Clear Vulnerable Sector Check.
- Valid First Aid/CPR certification or willingness to obtain.
- Ability to work flexible hours, including evenings and weekends when required.

Working Conditions

- Combination of office, community, and travel-based work.
- Exposure to emotionally challenging situations involving children and families.
- Occasional after-hours and emergency response requirements.

Salary

Salary to be determined based on education, qualifications, and experience. Comprehensive benefits package available in accordance with Long Lake #58 First Nation policies.

Preference

Preference will be given to qualified First Nation applicants in accordance with Long Lake #58 First Nation hiring policies and practices. Candidates must demonstrate a commitment to supporting the well-being of Indigenous children, youth, and families.