

# Long Lake #58 First Nation

209 Otter Street  
P.O. Box 609  
Longlac, Ontario  
P0T 2A0



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## External Job Posting

### 1 Full-time Office Administration Position- Thunder Bay Location

#### Community Background:

Long Lake #58 First Nation (LL#58FN) community is located north of Lake Superior 300 kilometers Northeast of Thunder Bay and 2 kilometers west of the Town of Longlac off the TransCanada Highway #11 on the North shore of Long Lake. With 450 members residing in the community and the remainder of the membership residing outside the community across Canada with most of the members residing in Thunder Bay, ON.

We are an Ojibway speaking First Nation and a member of the Anishinabek Nation and Matawa First Nation Management Group.

LL#58FN is activity involved in the management of their traditional lands and its resources while protecting the natural environment and our traditional values and cultural uses. LL#58FN is currently working with Greenstone Gold Mines who are proposing to initiate the development of a gold mine known as the "Hardrock Project" within the homelands of LL#58FN. LL#58FN and Greenstone Gold Mines entered into a Definitive Agreement in the summer of 2018 ("Agreement").

#### Band Representative Program Overview:

Reporting to the Band Representative Manager.

The Band Representative Program has been designated by LL#58FN Chief & Council to fulfill all Band Representative responsibilities. The Band Representative is responsible for advocating on behalf of Chief & Council with all child welfare authorities and the legal system, ensuring the best interests of all LL#58FN's children are met through our culture and community identity.

**Roles and Responsibilities:**

- Responsible for unlocking and locking the main entrance from Monday to Friday 9am to 4:30pm.
- Responsible for keeping the office tidy throughout the day.
- Assist with file management client/staff travel arrangements and purchase orders.
- Screen and direct phone calls as appropriate from clients, external agencies or from LL#58FN leadership.
- Respond to and appropriately prioritize walk-ins from community and crisis calls.
- Respond to questions, information requests regarding Band Representative Program or redirect inquiries to appropriate department or agency.
- Assist in maintaining inventory of supplies, equipment and materials and replacing supplies when required in accordance with LL#58FN purchasing policy.
- Help establish and maintain the connection of LL#58FN children to their family and community.
- Promote & support culture and language within families.
- Promote & support kinship and informed customary care.
- Encourage and arrange caregivers for access visits whose children are in-care.
- Comply with the oath of confidentiality.

**Qualifications:**

- Garde 12 or Equivalent
- Experience working with indigenous children, families and communities in the child welfare system and/or related human services is an asset.
- Knowledge and respect for the Anishinabek's traditional values
- The ability to speak and understand the Ojibway language will be considered a definite asset.
- Proficient with Microsoft, Internet and email. Experience with Apricot 360 is preferred.
- Hold or willing to secure CPR, First Aid, Mental Health First Aid and Trauma Informed Care Certification
- Hold or willing to obtain Vulnerable Sector Check and Drivers abstract.

**Applications:**

Applicants are asked to submit a cover letter, resume, three reference and a Vulnerable sector check, by email or hand delivered in-person to:

Ashley Mostafa  
Executive Assistant  
Long Lake #58 First Nation Band Representative Building  
120 Forestry Road, Longlac ON P0T2A0  
Email: [ashley.mostafa@longlake58fn.ca](mailto:ashley.mostafa@longlake58fn.ca)

**Deadline: Open until filled.**

We thank all candidates who apply; however, those selected for an interview will be contacted.

**Long Lake #58 First Nation offers attractive benefits, opportunities for advancement and an engaging work environment. We offer a RRSP with a matched contribution at a rate 100%, health and insurance coverage and benefits for full-time employees.**