



Beausoleil First Nation Human Resources

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Christian Island, Ontario
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EMPLOYMENT OPPORTUNITY

Child & Family Services Coordinator

Posting Date:	September 23, 2025
Classification:	Term – 1 Year
Supervisor:	Pauline Copegog, Social Services Director
Hours of Work:	35 Hours per week (Some evenings & weekends required)
Salary:	Based on qualifications
Closing Date:	October 7, 2025
Vacancy Status:	Existing

Overview

The **Child & Family Services Coordinator** provides daily management of staff, program and services promoting the department’s purpose and vision. Through program and service management, administration, community and committee relations. The **Child & Family Services Coordinator** will ensure effective service delivery through on-going evaluation of personnel of services and programs.

Key Responsibilities Include:

- Knowledge and understanding of programs mandate, goals and objectives
- Excellent knowledge of and understanding of Child, Youth and Family Services Act
- Liaise with First Nation Families, CAS, DBCFS, external agencies
- Knowledge of Beausoleil First Nation Policies & Procedures
- Knowledge of funding sources and reporting requirements
- Knowledge and understanding of community resources and other appropriate referral sources on and off reserve
- Knowledge and understanding of effects and causation factors contributing toward child abuse and neglect
- Create wholistic culturally, promoting overall health and wellness programs and services for children, youth and families
- Data collection

Qualifications:

- Must possess a Diploma/Degree in Social Services field with a minimum two-year experience with supervisory or management of staff
- Excellent computer skills, spreadsheet and word processing applications
- Minimum 6 consecutive months counselling experience in social service worker setting
- Minimum 6 consecutive months case management skills
- Knowledge and experience in financial and budgeting
- Valid Ontario Drivers License and access to vehicle
- Current CPIC and Vulnerable Screening
- Excellent knowledge and understanding of Indigenous Culture and social dynamics of Indigenous Communities

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment related reference contacts

Email applications are preferred and can be sent to: jobs@chimnissing.ca

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.