



NAICATCHEWENIN FIRST NATION

EMPLOYMENT OPPORTUNITY Child in Care Worker

Position summary:

The Child in Care (CIC) Worker plays a critical role in supporting the well-being, safety, and cultural identity of children in the care of Naicatchewenin First Nation. This position is responsible for full case management, advocacy, and coordination of services for children in care, ensuring that each child receives holistic, culturally responsive, and needs-based support. The CIC Worker is a valued member of the Community Care Program team and contributes to after-hours on-call services on a rotational basis. This is a full-time position working a minimum of 37.5-hours per week, Monday to Thursday 9:00 AM – 4:30 PM and Friday 9:00 AM – 2:30 PM.

Duties & Responsibilities:

- Works closely with the parents of children in care in order to reunite the family wherever appropriate;
- Develops service plans for the parents where there are protection issues, with goals that facilitate the eventual return of the children to their parents if at all possible;
- Places children in need of protection into approved alternative care homes;
- Arranges and facilitates case conferences involving all stakeholders as needed;
- Completes in person visits with each child on a prescribed basis and completes required documentation;
- Develops an ongoing foster plan of care for each child which includes the child, parent(s), and caregiver(s). This will be completed on a regular basis and in the event that a child moves from one placement home to another;
- Ensures the Child's Rights documentation is completed as necessary;
- Completes risk assessments for all children in care;
- Creates, monitors, and updates goals and contacts for each child;
- Refers children to Elders and Healers, Cultural Family Counsellor, Cultural Services, or Clinical Assessments as appropriate;
- Acts as liaison with the child's school to ensure school reports are filed and academic success. This may include attending meetings and other school conferences;
- Completes and updates social history, case notes and child profiles on a regular basis;
- May be required to transport children in care to various meetings or activities;
- Ensures medical, dental, and optical checkups are completed;
- Ensures required identification is in place for children including status card, birth certificate, health card, nexus, etc.;
- Provides after hours on-call services in a rotational basis;
- Responsible for maintaining all CIC files to the Ministry of Correctional and Youth Services (MCYS) and (WFS) standard;

- Makes recommendations for Special Care Rates, completes assessments, submits application packages, and makes presentations to the WRPA Committee;
- Maintain standards of confidentiality and impartiality;
- As a case carrying member of the CCP Team, provides after hours on-call services on a rotational basis;
- Builds cooperative working relationships with community members, partnering organizations, and other service providers;
- Maintains and promotes safety by being a proactive safety leader and by following safe work practices and policies as prescribed;
- Performs other related duties as assigned.

Qualifications & Essential skills:

- Must possess Ontario Secondary School Diploma or equivalent.
- Post-secondary Diploma in Social Work, Counselling or a related field of education, or a combined equivalency of education and work experience.
- Minimum 1-3 years of experience in Social work, Counselling or Children's Education - preferably with First Nations communities.
- Experience in case management, advocacy, and service coordination.
- Must possess valid driver's license, have clean driver's abstract, and be insurable.
- Must possess or be willing to obtain current First Aid and CPR qualifications.
- Ability to communicate in Anishinaabemowin an asset.
- Excellent communication and presentation skills.
- Ability to work independently and be a pro-active team member.
- Must have ability to listen and communicate in a positive manner.
- Must have computer proficiency and ability to learn new software.
- Must have the ability to communicate effectively in both oral and written form.
- Must have demonstrated ability to work with First Nations as well as health and social service agencies and understanding cultural norms, protocols, and diversities.
- Must be committed to ongoing learning and development.
- Employment is conditional upon successful completion of a vulnerable sector criminal records check.
- Employment is conditional upon successful completion of a drug and alcohol test.

Please direct a cover letter, resume, and 2 professional references to:

Human Resources Department

Naicatchewenin First Nation

R.R. # 1, Box 15

Devlin, ON. P0W 1C0

careers@nwbay.ca

Closing Date for Applications: 2:30pm; Friday, September 25, 2026.

Disability-related accommodations during the recruitment process are available upon request