EMPLOYMENT OPPORTUNITY

Naicatchewenin First Nation
Invites applicants for a

Community Care Program (CCP) Supervisor

The Community Care Program Supervisor provides supervision and guidance to the employees of the Community Care team to ensure effective and efficient operations of the department and the delivery of mandated and non-mandated services. This includes the placement, supervision, and support for all children at risk and the provision of family support and prevention services for Naicatchewenin First Nation (NFN). This is a full-time position working 37.5 hours per week; Monday to Friday 9AM – 4:30PM, Friday 9AM – 2:30PM with additional on-call hours as needed.

Duties & Responsibilities:

- Responsible for the supervision and day-to-day operation of the Community Care department;
- Responsible for the recruitment, orientation, and training of Community Care team members;
- Provides ongoing coaching and development of staff members through goal setting, performance management and regular feedback;
- Ensures effective implementation and adherence of all professional and organizational standards, policies and procedures;
- Receives complaints and resolves problems;
- In consultation with HR, performs disciplinary actions if needed;
- Works collaboratively with the Director of Health and Social Services to set goals and objectives for the department;
- Assists the Director of Health and Social Services to complete all reporting requirements;
- Maintains accurate and comprehensive data on all activities;
- Prepares and monitors budget activities ensuring adherence to Weechi-it-twin Family Services, Ministry, and Community requirements;
- Represents the program by attending meetings and participating on committees external to the organization;
- Assists the Director of Health and Social Services in researching and completing applications for relevant program funding to expand and maintain the services provided to the community;
- Maintains program supplies inventory, identifies trends, and anticipates needs;
- Ensures all casework is being completed in a timely manner according to the acceptable standards of Weechi-it-te-win Family Services and the Ministry;
- Assigns caseload ensuring all ongoing non-residential cases are being serviced adequately;
- Prepares and recommends Community Care declarations for Chief and Council;

- Review file audits with Resource Manager on a regular basis to ensure file quality and compliance;
- Prepares reports for remittance to government in accordance with funding requirements and policies;
- Maintains cooperative relationships among system partners by communicating information, responding to requests, building rapport, participating in team problem-solving;
- 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;
- Participates in the on-call rotation as a member of the CCP team;
- Performs other related duties as assigned.

Qualifications:

- University Degree in Social Work or an equivalent combination of education and work experience.
- 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 have the ability to work outside of regular hours for on-call initiatives.
- Committed to ongoing learning and development.
- Minimum of 5 years of experience in social work.
- Minimum of 5 years of experience working in a supervisory / management role.
- Must demonstrate understanding of the influences on child & youth development including parental health and knowledge, family functioning, community and social supports.
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- 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 possess or be willing to obtain current First Aid and CPR qualifications.
- Employment is conditional upon successful completion of a vulnerable sector criminal records check.
- Employment is conditional upon successful completion of a drug test.

What's in it for you?

Competitive Wages
RRSP Match Options
Paid Vacation Days
Paid Sick days
A Safe, Clean and Culturally Enriched Work Environment
Opportunities for Ongoing Training & Development
Full scope of Benefits including Health and wellness
Other Naicatchewenin First Nation employee benefits

To Apply:

Please direct cover letter, resume, and 3 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: 4:30 pm, November 5, 2026.

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