



Community Band Designate

Full Time Position

POSITION SUMMARY:

Under the direction of Paqtnekek Chief and Council, the Band Designate is a highly motivated individual with exceptional advocacy skills, possessing critical knowledge of the *Children and Family Services Act* (Nova Scotia) as well as other laws. The band designate acts on behalf of the Paqtnekek First Nation Band to ensure where possible, children remain in their community and families receive culturally appropriate services.

EDUCATIONAL REQUIREMENTS

- A minimum of three years' experience working in social services or a related field with a First Nations community or minimum of five years of experience working a First Nations community in a social support capacity.

SKILLS REQUIRED:

- Must possess excellent organizational and time management skills;
- Must be able to maintain a very high degree of confidentiality;
- Ability to work with clients, families, First Nation's service providers, government agencies, courts, other organizations, and colleagues;
- Strong written and oral advocacy skills;
- Strong computer skills with experience using word processing software;
- Strong demonstration of conflict resolution, mediation, problem solving and negotiation skills and techniques;
- Ability to work effectively under pressure and in stressful situations;
- Ability to prepare written reports or proposals as required;
- Willing to work flexible hours and travel with minimal notice;
- Must possess a valid driver's license and vehicle;
- Must provide a Criminal Reference Check and Vulnerable Sector search required (is position offered); and
- First Nation ancestry and ability to speak the Mi'kmaq language will be considered an asset.





- Demonstrate knowledge and understating of the Paqtnkek First Nation's interest in the *Children and Family Services Act* (Nova Scotia) and proceedings involving Paqtnkek First Nation's children and families;
- Represents, Advocates and considers the best interest of the collective PMN. Has knowledge of PMN policies and procedures
- Administrative, Case Management, Reporting and Data collection as needed.
- Identify Cultural resources
- Liaison with all clients' stakeholders, representing PMN, and the best interest of the child in the community.

This is a **full-time** position. *Must be flexible and available for on-call after hours and during weekends as required.*

Salary: Dependent on experience

Deadline to Apply: January 22, 2020

Interested applicants may submit a resume with a concise covering letter highlighting the most relevant qualifications and experience to:

Native Employment Officer, Paqtnkek Mi'kmaw Nation
7 Dillon St., Afton
Antigonish County, Nova Scotia
B0H 1A0
Email: neo@paqtnkek.ca
Fax: (902) 386-2043

PAQTNKEK PREFERENCE POLICY
PAQTNKEK COMMUNITY MEMBERS WILL BE GIVEN PREFERENCE IN ALL
PAQTNKEK MIKMAW NATION EMPLOYMENT POSTINGS.

