

IFN of Ontario
JOB DESCRIPTION



| | |
|--|--|
| Job Title | Child Welfare Systems & Protocol Advisor |
| Reports To | Director of Intergovernmental Affairs |
| Location | Hybrid/Remote |
| Employment Type and Hours of Work | Full Time 37.5 hours, 8:30-4:30 Monday to Friday |

Position Summary

The Child Welfare Systems & Protocol Advisor supports IFN of Ontario (IFN) member communities in strengthening their child welfare systems, jurisdiction, and prevention approaches. Working under the direction of the Director of Intergovernmental Affairs, the position provides strategic guidance to communities regarding child welfare protocols, systems planning, and policy development.

The role works collaboratively with First Nation leadership, social service departments, child welfare advocates, and community committees to support community-led approaches that prioritize prevention, family supports, and culturally grounded care for children and youth.

The Child Welfare Systems & Protocol Advisor, assists communities, in reviewing child welfare protocols, planning long-term system development, and identifying opportunities to strengthen local capacity to support children, youth, and families within their communities.

IFN of Ontario will assist communities in this capacity only when requested to do so. and act as an information provider only.

Key Responsibilities

1. Child Welfare Protocol Development and Support

- Work with IFN member communities to review, develop, or revise protocol agreements with Children’s Aid Societies, Child and Family Services agencies, or Indigenous Child Well-Being authorities.

- Provide advice to Chiefs and Councils, Department Managers, and Child Welfare Advocates regarding effective approaches to child welfare service delivery and prevention programming.
- Support communities in maintaining jurisdiction and exercising their inherent responsibility to care for children and youth.
- Facilitate community consultation processes related to child welfare systems and service delivery.

2. Child Welfare Systems Planning and Capacity Development

- Assist IFN communities in assessing their child welfare service delivery models and identifying opportunities to strengthen prevention and family support programming.
- Support the development of long-term planning initiatives related to child welfare systems development.
- Assist communities in identifying gaps in resources, programs, and services affecting children and families.
- Support communities in conducting needs assessments, environmental scans, and service planning activities.

3. Policy Research and Legislative Analysis

- Monitor developments in child welfare legislation, including federal and provincial policy changes affecting First Nations.
- Analyze legislative changes, policy updates, and government initiatives impacting IFN communities.
- Provide briefings, reports, and recommendations to IFN of Ontario's leadership and communities regarding risks, opportunities, and strategic considerations.
- Remain informed of developments related to the Child, Youth and Family Services Act (CYFSA), federal child welfare legislation, and Canadian Human Rights Tribunal rulings.

4. Community Engagement and Relationship Building

- Develop and maintain strong collaborative relationships with IFN communities, child welfare advocates, and community social service departments.
- Support communication between communities, leadership, and external agencies regarding child welfare initiatives.
- Promote collaboration between IFN community Child Welfare Band Representatives, Child Welfare advocates, youth, partner organizations, and government agencies.

5. Program Coordination, Reporting, and Project Support

- Develop annual workplans outlining program goals, activities, timelines, and expected outcomes.
- Maintain records of meetings, consultations, and training sessions related to child welfare initiatives.
- Prepare reports, briefing notes, and project updates for IFN of Ontario’s leadership and funding partners.
- Support reporting requirements associated with federal and provincial funding programs.
- Ensure compliance with IFN of Ontario’s policies, procedures, and reporting obligations.

Working Relationships

- **Director of Intergovernmental Affairs and IFN of Ontario’s Leadership**
Receives direction and strategic guidance regarding policy initiatives and community priorities.
- **IFN Staff and Program Teams**
Collaborates with staff to support regional initiatives related to child welfare and community wellbeing.
- **Member First Nation Communities**
Works closely with Chiefs and Councils, social service departments, and child welfare advocates.
- **External Agencies and Government Partners**
Engages with provincial and federal ministries, child welfare agencies, and partner organizations to support community initiatives.

Qualifications

Education and Experience

- Post-secondary diploma or degree in Social Work, Social Sciences, Health Sciences, Public Administration, or a related field.
- Minimum three to five (3–5) years of experience working in First Nation child welfare, social services, community development, or related program areas.
- Experience working with federal and provincial child welfare programs, policies, and reporting requirements.
- Experience supporting community planning, policy development, or program evaluation.
- Experience working with First Nation leadership, social departments, or community-based service delivery.
- Strong written communication experience including preparation of reports, proposals, briefing notes, or policy documentation.
- Understanding of First Nation governance, community service delivery structures, and child welfare systems.

- Knowledge of legislation and policy affecting First Nations child welfare including federal child welfare legislation, provincial child welfare legislation, and Canadian Human Rights Tribunal decisions affecting First Nation services.

Core Competencies

- **Community Engagement and Cultural Awareness**
Ability to work respectfully and collaboratively with First Nation leadership, staff, and community members while recognizing cultural and governance contexts.
- **Policy and Legislative Analysis**
Ability to analyze legislation, policies, and programs and assess their impact on IFN communities.
- **Research and Strategic Planning**
Ability to conduct research, evaluate program information, and contribute to long-term planning initiatives.
- **Communication and Facilitation**
Ability to clearly present information and facilitate meetings, information sessions, and consultations.
- **Organization and Project Coordination**
Ability to coordinate projects, meetings, and workplans with multiple stakeholders.
- **Professional Integrity and Confidentiality**
Maintains confidentiality and demonstrates professionalism when working with sensitive information.

Work Environment

The Child Welfare Systems & Protocol Advisor works primarily in a remote or satellite office environment and maintains regular communication with IFN of Ontario's leadership, staff, and member First Nation communities.

The position requires regular engagement with community leadership, social service departments, and external partners through meetings, consultations, and virtual communication platforms. Work may involve attending community meetings, planning sessions, conferences, and training events.

Physical and Sensory Demands

Work primarily involves extended periods of computer use, virtual meetings, and document preparation. The position requires sustained concentration when reviewing policies, legislation, and program documentation. Travel may involve extended periods of sitting during transportation and participation in meetings or community sessions.

Travel Expectations

Travel is a regular component of this position. The Advisor is expected to travel to IFN member communities, regional meetings, and organizational events. Travel may include overnight stays depending on program requirements.

Conditions of Employment

- Satisfactory Criminal Record Check
- Valid driver's licence and reliable transportation
- Ability to travel including overnight travel

Disclaimer

This job description outlines the general nature and level of work expected of the position. Duties and responsibilities may evolve over time to meet the operational needs of IFN of Ontario's

Acknowledgement

Employee Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____