



Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

Notification Support Worker

Job Summary:

The Notification Support Worker, under the direction of the Child and Family Advocacy Director, will primarily be responsible to receive record and process notifications received from all Children's aid Society.

Primary Duties and Responsibilities:

- Receive all notifications
- Administer and manage inbound and outbound correspondences related to any CAS providing notification to the First Nation,
- Act as a point of contact and collect all information relevant to the file.
- Maintain a high level of confidentiality in all interactions
- Create, organize and maintain files for each notification received.
- Maintain contact lists all agencies, and families involved
- Maintain a communication log for all agencies
- Photocopy and organize documents for distribution, mailing, binding, and filing
- Coordinate and communicate with all agencies to ensure our records are accurate.
- Other duties may be assigned

Skills and Qualifications

- High school Diploma or Equivalent
- Excellent oral and written communication skills
- Previous administrative experience
- Ability to work individually and as part of a team.
- Skilled in the use of Email, Word, Excel, and Power Point
- Ability to maintain a high degree of confidentiality and to work and coordinate with fellow staff effectively and efficiently.
- Strong commitment to help Anishinaabe families and their children by providing services in ways to respect culture and spiritual practices
- Understanding of the local language, community & family structure, and local customs/traditions is an asset.

- Knowledge of: Prevention based programming/services, Child & Family Services Act/Regulations, local community & family structure, and local customs/traditions is an asset
- Must have a valid Social Insurance Number and legally entitled to work in Canada under relevant legislation

Location: Frenchman's Head – Lac Seul, ON
Salary: Wages start at **\$26.21/hour** based on qualifications and experience.
Term: Full-time
Hours: 35 hours per week (overtime may be required)
Deadline: **Open Until Filled**

LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as great benefits

Please submit a cover letter along with a resume, and written permission for LSFN Human Resources to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Frenchman's Head Band Office Attention: C/o HR Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by indigenous persons who are non-LSFN band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.