



KINA Gbezhgomi Child and Family Services
Employment Opportunity
Location: Manitoulin Island

Posted: July 4, 2025

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honors and supports our families' and communities' inherent authority to care for their children based on unity, traditions, values, beliefs, and customs. **Preference will be given to Anishinaabe Candidates, please self-identify in your application.**

TEAM ASSISTANT

(1) FULL-TIME POSITION

Starting Salary \$56,637

Under the direction of the Services Supervisor, the Team Assistant works and is responsible for the duties as outlined herein.

QUALIFICATIONS

- Must possess a 2-year business related Diploma from an accredited college and/or other diploma in a discipline deemed appropriate for the position.
- Experience in working within administrative areas within an Anishinabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people.
- An individual of Anishinaabe ancestry is preferred with genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs and practices.

SKILLS, KNOWLEDGE, & ABILITIES

- Knowledge of the Child, Youth, and Family Services Act, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines, and Policy Directives.
- Must have working knowledge of computer equipment and programs (e.g., Microsoft Office programs, Windows operating systems, etc.) and other office equipment.
- Ability to establish and maintain purposeful relationships within the service teams, collateral organizations, and service providers.
- Firm understanding of the functioning and dynamics of Anishinaabe families and childcare principles.
- Must possess knowledge, respect, and sensitivity to Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being.
- Ability to speak Anishinaabemowin is a definite asset or must have the willingness to learn.
- Must be willing to participate in the activities, events, and circles for the acquisition of cultural competence.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, from time to time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.
- **Candidates must live within service area**

DEADLINE: JULY 18TH, 2025 AT 4:00PM

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the detailed job description. Please submit your application marked "Confidential –Team Assistant." **Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment-related from recent employers.** Please also detail in your application: education, employment experience, and cultural participation. Applications are accepted in the following order of preference by website, email, or mail at:

Human Resources – Confidential
TEAM ASSISTANT
Email: applications@kgcfs.org
Kina Gbezhgomi Child and Family Services
98 Pottawatomi Avenue
Wikwemikong, Ontario, P0P 2J0

KGCFS services are based on a highly specialized approach to the delivery of child and youth welfare in our area. Preference is given to Anishinaabe Candidates (please self-identify). Miigwetch for your application, however, only those candidates selected for an interview are contacted. As a condition of employment, the successful candidate is required to submit the following: a satisfactory Criminal Reference Check (within 3 months of the application date), a Vulnerable Sector Check, and a Driver's Abstract.