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| <b>POSITION TITLE:</b> | CIRCLE FACILITATOR                |
| <b>DEPARTMENT:</b>     | CULTURAL SERVICES                 |
| <b>REPORTS TO:</b>     | CULTURAL SERVICES SUPERVISOR      |
| <b>CLASSIFICATION:</b> | FULL TIME PERMENANT               |
| <b>LOCATION:</b>       | RAMA FIRST NATION, ON             |
| <b>POSTING DATE:</b>   | SEPTEMBER 14 <sup>TH</sup> , 2023 |
| <b>CLOSING DATE:</b>   | OCTOBER 5 <sup>TH</sup> , 2023    |

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

We seek to support our families in the way they deserve, with care and authenticity, and by recognizing and respecting spirit. We form a wholistic, inclusive and nonjudgmental circle of care with our children at the centre.

### **PURPOSE OF THE POSITION**

The Circle Facilitator reports to the Cultural Services Supervisor and is responsible to prepare and facilitate circles and make referrals to formal Alternative Dispute Resolution processes, when necessary, in keeping with Dnaagdawenmag Binnoojiiyag Child & Family Services' Mission, Vision, and Values. The Circle Facilitator in collaboration with the Cultural Services Supervisor interprets Dnaagdawenmag Binnoojiiyag Child & Family Services' Cultural Services policies and procedures and ensures legislative standards are maintained while providing mediation and support respecting the culture of the child(ren), youth, families and community involved.

As a Circle Facilitator, you will demonstrate your effective facilitation skills, providing a gateway for all parties to listen and be heard in a collaborative, indigenous setting.

### **RESPONSIBILITIES**

- Promote the philosophy of Circles, which includes confidentiality, safety, building on family strengths, inclusiveness, permanency for children, acknowledging cultural diversity, family preservation/reunification, and family and community collaborative decision-making through consultations and the provision of training and education as requested.
- Coordinate and facilitate the Circle process for selected situations, including:
  - Accepting referrals from staff.
  - Ensuring date and venue of Circle is arranged.



- Reviewing referral information to ensure completeness and clarity.
- Preparing participants to explain the Circle agenda and ground rules and to ensure safety, as well as expected outcomes.
- Facilitating Circles.
- Completing the Circle outcome report and sharing with participants and providing to the Child & Youth Service Worker for processing
- Provide support, guidance, and safety during the Circle process to ensure the best possible outcomes for the children/youth and families involved.
- Comply with traditional protocols and best practices related to Circles and advise Supervisor of any significant departures.

**Program:**

- The position makes recommendations with respect to the Circle program. Also provides input into the service planning process generally.
- Assists in developing and designing Circle training programs for various parties.
- Provide consultation to management and staff of the Agency regarding when and how Circle may be used effectively.
- Provide ongoing education and training about Circles to staff, caregivers, community service providers and other community members as needed.

**Administrative:**

- Prepare and maintain regular reports, analyses and statistics as required.
- Participate in regular evaluation of Circles.
- Participate in the ongoing development and implementation of policies, procedures and best practices related to First Nation, Inuit, and Métis Circles. Participate with community and/or provincial working groups related to Circles, as may be appropriate.
- Participate in the development of an overall service plan.

**Other Duties:**

- As assigned and required.

**POSITION REQUIREMENTS**

**Education and Experience Requirements:**

- Social Services Diploma or Indigenous Studies Diploma
- A minimum of three (3) years relevant experience working with children and families.
- Recognized and respected by his/her own community as someone who has lived experience and a learned understanding of Indigenous culture and traditional teachings and they carry themselves within community according to those teachings.
- Other educational achievements and relevant experiences which, in the opinion of the Executive Director and Director of Support Services & Administration is an equivalency for the purposes of this position.



- Experience, knowledge, and skill in group facilitation would be an asset.

**Availability Requirements:**

- Our office hours are 8:30am - 4:30pm, Monday to Friday, with a one-hour unpaid lunch. However, based on the needs of those we serve, our frontline staff regularly find themselves working outside of these hours, including evenings, weekends, and holidays.

**Knowledge Requirements:**

- Thorough knowledge and experience of Circle facilitation and Alternative Dispute Resolution process.
- Thorough knowledge of child welfare case management and the Child and Family Services Act.
- Strong knowledge of the child welfare system and the issues faced by the First Nations, Metis and Inuit child/youth and family populations served by this position.
- Engage as a healthy member of the community with a strong, demonstrated ability to work respectfully with stakeholders, children, youth, birth family members, caregivers, co-workers, community, knowledge keepers and allies.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we service.
- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

**Ability Requirements:**

- Ability to prioritize referrals and use resource allocations appropriately.
- Strong attention to detail and ability to manage logistical details of large Circles.
- Strong interpersonal skills and a demonstrated ability to form effective working relationships with cultural resources (Elders, healers, etc.), clients, general public and Dnaagdawenmag Binnoojiiyag Child & Family Services staff.
- Excellent written and verbal communication skills to share information in a clear, concise, and accurate manner.
- Highly developed problem solving, conflict resolution, and mediation skills and the ability to maintain an impartial, balanced perspective.
- Strong belief in and ability to engage families in partnering with Dnaagdawenmag Binnoojiiyag Child & Family Services to plan for the best care of their children.
- Good organizational skills.
- Good computer skills, including Microsoft Office Suite and adaptability to new systems.



- Strong time management skills and ability to work effectively under pressure.
- Ability to develop and present training material in both a small and large group format.
- The ability to allocate and develop Dnaagdawenmag Binnoojiiyag Child & Family Services' resources. Good knowledge of Circle practices and philosophy, analytical skills to resolve problems, identify and meet program requirements.
- Work within an office environment and conduct the work associated with this position.
- Communicate effectively with our children, youth, families, communities, and staff.
- Work cooperatively with other staff and management.
- Relate effectively to community members.

#### **Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

#### **WORKING CONDITIONS**

- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and / or do not need to be conducted during evenings and weekends. We recognize however, that the needs of the children, youth, and families that we work alongside do require services outside of these hours. We have a flexible work policy where we aim to maintain an 8-hour, schedule (inclusive of a 1-hour lunch), but there are occasions where such planning is not possible. In this role, you will need to have flexibility in your work schedule.

#### **STARTING SALARY RANGE**

- \$67,695.22 – \$81,589.93, depending on qualifications and experience.

#### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 supervisory work-related references)
- Incomplete Applications will not be considered.



Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

EMPLOYMENT OPPORTUNITY

- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.