



Nakiiwin Azheyaaksin
Employment Opportunity
Customary Care Coordinator-Prevention Focus

Wiikwemkoong Child and Family Services is seeking **qualified individuals** to fill the positions of Customary Care Coordinators. Wiikwemkoong Unceded Territory (WUT) Child and Family Services oversees and advocates for child and family matters by following the principals and ethics of Wiikwemkoong's Gchi Naaknigewin, Wiikwemkoong's Children's Bill of Rights and Wiikwemkoong Community Standards. This will ensure the services are culturally appropriate to support the community's children and families in alignment with Anishnaabe values and practices. The Customary Care Coordinators will report directly to the Customary Care Supervisor.

RESPONSIBILITIES

- Coordinate meetings with First Nation Band Representatives, Indigenous Child Well Being Agencies, and mainstream societies in Ontario to develop, complete, and implement customary care agreements.
- Responsible for developing and implementing Customary Care Agreements to support families impacted by child welfare services and create a Customary Care Agreements template for formal customary care arrangements.
- Formalizing processes, facilitating communication, and ensuring compliance with approved agreements.
- Conduct quarterly reviews of finalized Customary Care Agreements to ensure compliance and adherence to agreed conditions by all parties.
- Process and complete monthly requests for payments for Caregivers and request receipts in accordance with monthly financial allocations and expenditures.
- Engage caregivers in developing wellness plans as part of a circle of care continuum related to service planning and wellness and conduct monthly home visits to assess and support family environments.
- Maintain accurate and timely records of all interactions, casenotes, case plans and progress reports.
- Ensure confidentiality and safekeeping of all program documents and records are secured.

REQUIREMENTS

- A Social Work degree or a related degree in social services field is preferred.
- 2 years' work-related experience will be considered.
- Previous experience working in child welfare, social services, or family support roles, particularly within First Nation communities.
- Knowledge of Wiikwemkoong Unceded Territory's programs and services.
- Excellent communication and interpersonal skills, with the ability to advocate for children and family's needs.
- Excellent conflict resolution and problem-solving skills.
- Experience working with various office systems and proficient computer skills.
- Ability to understand and speak Anishnaabemowin is a definite asset.

Salary: \$83,851 Grade 8, Step 1

Location: In-Office Wiikwemkoong

Posting: September 16, 2026

Closing Date: Open Until Filled

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including current Supervisor.

Confidential: Customary Care Coordinator - Child and Family Services

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Please submit copies as there is no return of submissions. Incomplete submissions will not be considered. Only those selected will be contacted.