



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the new position of:

Position Title: Family Inclusion & Wellness Navigator
Department: Child, Youth & Family Well-Being Services (CYFWBS)
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 328 Chippewa Road, Muncey ON and London Satellite Office
Posting Date: March 5, 2026
Posting Closes: March 26, 2026

Summary:

Reporting to the Child and Family Well-Being Services (CFWBS) Supervisor, the Family Inclusion & Wellness Navigator plays a key role in identifying, coordinating, and planning supports for children and youth who require specialized services, ensuring work aligns with CYFWBS priorities and the needs of families. Working collaboratively with CYFWBS team members and service providers both on and off the First Nation, the Navigator develops individualized wellness plans that promote holistic well-being and help children and youth access the right care at the right time, while fostering meaningful input and partnership with parents and caregivers. This role operates within relevant legislation, policies, and procedures, and is grounded in the Mission, Beliefs, and Vision of Chippewas of the Thames First Nation, requiring a highly motivated advocate committed to culturally responsive, community-informed service coordination that strengthens outcomes for First Nation children, youth, and families.

Responsibilities:

- Identify, access, and coordinate appropriate specialized services for children and youth.
- Develop and maintain individualized wellness plans in collaboration with children, youth, and families.
- Engage parents/caregivers to gather input and ensure services align with family goals and needs.
- Coordinate supports between CYFWBS team members and service providers on and off the First Nation to ensure seamless service delivery.
- Facilitate and manage referrals to community-based and external service providers as needed.
- Monitor progress of wellness plans, adjusting strategies to achieve desired outcomes.
- Lead/participate in monthly case conferences and ongoing case reviews to evaluate service coordination and outcomes.
- Support and advocate for families involved in child welfare interventions, ensuring culturally responsive and equitable access to services.
- Ensure service coordination and flow from intake to discharge is completed in accordance with CYFWBS policies and procedures.
- Build and maintain strong working relationships with local and regional service providers and community partners.



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- Maintain clear, accurate, and timely case management notes, documentation, and file updates.
- Use CaseWorx (case management software) to manage service delivery, data compliance, and reporting requirements.
- Prepare and submit monthly reports to the Child and Family Well-Being Services Supervisor (and escalate serious incidents as required).
- Ensure service planning supports the enhancement of positive cultural identity for children and youth.
- Participate in supervision, training, team/department meetings, community resource development, and community events; maintain professionalism, confidentiality, and flexible availability as required.

Qualifications:

- Bachelor's degree in Social Work or a related Social Services/Human Services field is preferred.
- A College Diploma in Social Services (or a related program) will be considered.
- An equivalent combination of education and relevant experience may be considered.
- Demonstrated experience supporting children, youth, and families, particularly those requiring specialized or complex supports.
- Experience in service coordination/case management, advocacy, and developing family-centred wellness plans.
- Strong knowledge of community resources and service providers both on and off the First Nation.
- Understanding of, or willingness to learn, Chippewas of the Thames First Nation community context, cultural practices, and culturally safe approaches.
- Excellent interpersonal and communication skills, with the ability to build trust and engage families in sensitive situations.
- Strong organizational and time-management skills, with the ability to manage multiple cases, priorities, and documentation requirements.
- High level of empathy, professionalism, discretion, and cultural humility.
- Current First Aid/CPR certification (or willingness to obtain).
- Valid Ontario G driver's licence and access to a reliable, insured vehicle.
- Ability to provide a clear CPIC and Vulnerable Sector Check.
- Minimum \$1,000,000 automobile liability insurance coverage.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.



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- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Family Inclusion & Wellness Navigator" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.

We do not use AI in the selection process, and we do read cover letters.