



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 position of:

Position Title: Female Helper (Contract)
Department: Child, Youth, and Family Well-Being Services
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 328 Chippewa Road, Muncey ON
Posting Date: March 5, 2026
Posting Closes: March 26, 2026

Summary:

Reporting to the Team Leader for Cultural Services, the Female Helper works closely with the Knowledge Keeper/Elder and Cultural Services leadership to provide culturally grounded, direct and indirect supports to children, youth, and families engaged with Chippewas of the Thames First Nation's Child, Youth and Family Well-Being Services (CYFWBS), as well as to COTTFN staff and community members. This role supports the development and delivery of cultural programming that strengthens identity, connection, and healing, and may also assist with providing cultural education and training to staff and, when required, external service providers on community values, traditions, and protocols. The Female Helper carries out responsibilities in alignment with applicable legislation, organizational policies and procedures, and the Mission, Beliefs, and Vision of COTTFN CYFWBS and Administration.

Responsibilities:

- Support Knowledge Keepers/Elders in providing cultural services and ceremonies for children, youth, families, and staff within CYFWBS and the broader community.
- Assist in organizing and facilitating traditional ceremonies, teachings, and cultural practices (including preparation, logistics, and follow-up).
- Help integrate Anishinaabe cultural values, traditions, and the Seven Grandfather Teachings into service delivery and program activities.
- Contribute cultural input to Wellness Plans, including recommendations for appropriate cultural supports and ceremonies.
- Mentor and guide children, youth, and families in strengthening cultural identity, connection, and understanding of heritage.
- Work closely with the Team Leader for Cultural Services and Knowledge Keepers/Elders to plan and deliver culturally grounded programming.
- Develop and maintain a list of cultural resources, including Elders, Knowledge Keepers, and community supports available to the program.
- Support and, where appropriate, assist with cultural education/training for staff (and external partners when required) on cultural teachings, protocols, and practices.
- Build and maintain respectful relationships with community members, cultural leaders, and partner organizations to enhance cultural programming.
- Participate in team and department meetings, case discussions, and program planning activities as required.
- Document cultural service involvement and outcomes in a timely and accurate manner.



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- Utilize the CaseWorx/case management system for service documentation and reporting requirements.
- Support monthly reporting requirements to the Team Leader for Cultural Services, including service updates and participation metrics as needed.
- Assist with annual service planning and provide input into service and financial budget needs; support cost awareness and compliance with approved budgets.
- Maintain professionalism, confidentiality, and safe practice; promptly document and report serious incidents, risk, or liability concerns to the Team Leader, and participate in training, supervision, and community events as required.

Qualifications:

- College Diploma in Native Studies/Indigenous Studies is preferred; a Diploma in Social Services (or a related field) will also be considered.
- An equivalent combination of education and relevant lived/work experience may be considered.
- Ability to understand and speak Anishnaabemowin is a strong asset (or demonstrated willingness to learn).
- Experience working in First Nation communities and demonstrated understanding of community context, cultural protocols, and relationship-based approaches.
- Experience supporting children, youth, and families (including those involved with or at risk of involvement with the child welfare system) is an asset.
- 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.
- 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.



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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 "Female Helper" 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.