



PLACEMENT & SPECIALIZED CARE SERVICES COORDINATOR

GENERAL DESCRIPTION

The Placement & Specialized Care Services Coordinator is a permanent full-time, professional position responsible for the overall coordination of regular and specialized placements, oversight of Alternative Care services, and support to CCP Alternative Care Workers across the nine member First Nations.

The Coordinator provides guidance, training support, and oversight of Ministry-required standards to ensure safe, culturally aligned, and appropriate caregiving/ foster home care for children and youth in the Rainy River District.

The Coordinator works within a culturally competent system of care that honours the sovereignty, culture, and protocols of each First Nation. The role requires acknowledgment and integration of cultural teachings, an understanding of historical trauma, and adherence to the Weechi-it-te-win Family Services (WFS) philosophy that upholds the inherent rights and vision of the nine First Nations.

This position does **not supervise staff**, but provides high-level coordination, policy guidance, training support, and quality oversight to First Nations CCP Alternative Care Workers and the individualized support provided to Children by their support network of caregivers.

RESPONSIBILITIES

The Placement & Specialized Care Services Coordinator reports to the Director of Naaniigaan Abinoojii

QUALIFICATIONS & REQUIREMENTS

1. Education & Experience
2. Bachelor's Degree in Social Work, Indigenous Studies, Child and Youth Care, or a related human services field preferred.
3. A combination of education, training, and extensive experience in Indigenous child welfare, Alternative Care, or placement coordination will be considered.
4. Minimum 2–3 years of experience in child welfare, placement services, or community-based family support.
5. Experience working with First Nations leadership, communities, and service delivery models is strongly preferred.
6. Knowledge of MCYS standards, child welfare legislation, and foster/Alternative Care requirements (Heart and Spirit WAAR).

KNOWLEDGE, SKILLS & ABILITIES

1. Cultural Knowledge & Practice
2. Strong understanding of Anishinaabe culture, teachings, and community protocols.
3. Knowledge of the WFS philosophy and sovereignty of the nine First Nations.
4. Understanding of historical trauma, colonization, and systemic barriers affecting Indigenous families.
5. Commitment to culturally safe, community-driven practice.
6. Placement & Care Coordination Skills
7. Knowledge of caregiver recruitment, placement matching, licensing processes, and special rate requirements.
8. Ability to review and assess caregiver files (Heart and Spirit, WAAR, medicals, assessments).
9. Oversight & Compliance Skills
10. Ability to interpret and apply policy, standards, and regulatory requirements.
11. Communication & Relationship Skills
12. Strong written and verbal communication skills.
13. Ability to build trusting relationships with First Nations teams, caregivers, Elders, and community members.
14. Ability to present information clearly in training or group settings.
15. Organizational Skills



- 16. Strong time-management, prioritization, and data-tracking skills.
- 17. Competence with digital recordkeeping, spreadsheets, and reporting tools.

OTHER REQUIREMENTS

- 1. Valid Class G driver's license and reliable vehicle.
- 2. Willingness to travel to First Nations communities.
- 3. Participation in on-call rotation.
- 4. Satisfactory Criminal Record Check, Vulnerable Sector Check, and Child Welfare Check.
- 5. Adherence to strict confidentiality and professional standards.

SALARY

\$72,604.37 - \$84,937.19

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

THREE STEP HIRING PROCESS

Step 1 (Internal)- An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of 9 First Nation Partners)- Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ **Cover Letter** – sign and dated
- ✓ **Resume**
- ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
- ✓ Indicate if you are a member of one of our nine affiliated First Nation partner communities.

• **Applications submitted without** all above required documentation **will not be considered**

• Only those selected for an interview will be contacted

• Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1(Internal) and **Step 2**(First Nation Partner Communities) February 19, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on February 19, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after February 26, 2026.