

KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKEWIN ONAAKONIKEWIN PՐ℄⅂ⅆℰ ΔσσϤʹ ハンプワログ ト℄ⅆσցΔ·

Maamao Dibenjikewin Kanawaabajikewin (MDK)

KIDO, the "KI Family Law", has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO's mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.

KIDO On-Call Intake Onaakatawapajike (Supervisor) Job Description

Position Summary:

The KIDO On-Call Intake Onaakatawapajike (Supervisor) is responsible for supervising, and assisting when needed, the KIDO employees that are On-Call for intake and the initial point of contact for Kewiiwiijihiikoosiwaach ("people who will want help" – similar to a service population in mainstream), when they call the KIDO 24/7 toll-free number for their dibenjikewin (family) members, others in the community and/or themselves. The KIDO line is contacted regarding a danendamihiiwewiidamaakewin (reported concern) and assisting Kewiiwiijihiikoosiwaach with appropriate Maamao Dibenjikewin Kanawaabajikewin ("MDK") services of KIDO. This will entail ensuring that initial information is documented, providing direction on coordination and contacts of the KIDO employees that will provide MDK services to the awaashish, oshkaadiz or other members of a dibenjikewin that need assistance and/or support. Understanding operations of KIDO and the KIDO Emergency Services Unit Team, the Dibenjikewin Oganawenjikeg ("DO" – family keepers) of KIDO, and the Kanawendaakosowinik (Placement) operations is integral. This On-Call Intake Onaakatawapajike will also carry out the KIDO mission, their responsibilities, and will report to the KIDO Assistant Director that is closest to their location and will require collaboration with the KIDO Director at times. This position will operate on an On-Call schedule to meet the needs of KIDO's MDK services and rotate as per On-Call policy.

Qualifications and Requirements:

1. Work experience of at least five (5) years in a supervisory/managerial role with an understanding of awaashish, oshkaadiz, and dibenjikewin bimoojikewinan egwa wiijihiiwewinan (child, youth and family programs and services) is preferred and experience in a working in emergency or after-hours response positions is an asset.



- 2. Completion of high school and any post-secondary education is an asset, but not necessary for this position if previous experiences are proven to meet all other qualifications.
- Have an interest in learning new skills and upgrading educational level, for which on the job
 training will be provided, to carry-out services to dibenjikewin, awaashish and oshkaadiz of
 KI.
- 4. Working knowledge of the KIDO and MDK Service Model.
- 5. Good organizational and analytical skills to review and check forms are essential, with ability to work independently and collaborative in a team is necessary.
- 6. Must possess good verbal and written communication skills, including Anishininiimowin, the language of KI.
- 7. Preference given to those that have experience and understanding the history of KI, including the traditional culture and the impacts colonization has had on the community; but anyone without this will receive required training and a textbook on the community.
- 8. Must carry out the KIDO principles, mission, and values.
- 9. Computer literacy and typing skills are required; familiarity with computerized data systems is an asset.
- 10. Professional integrity and ability to maintain confidentiality are essential.
- 11. Ability to manage time of assigned duties and work flexible hours as required, including shift-work
- 12. A Criminal Record Check, with a Vulnerable Sector Check, is required.
- 13. Ability to travel is required (KI, Sioux Lookout, Thunder Bay); with potential for short-notice

Duties and Responsibilities:

- 1. Must approach all their work based on love and compassion; and remain professional and set aside personal issues, keeping an open mind and not being judgmental.
- 2. Ensure any required documents reporting contact from or regarding Kewiiwiijihiikoosiwaach are completed by KIDO On-Call Intake employees and that other KIDO employees of other departments are responding to requests to On-Call Intake to provide MDK services efficiently with the appropriate forms available and ready for use.
- 3. Work and consult with KIDO employees to provide appropriate responses to calls that are received by Intake On-Call and step-in when appropriate to manage crises.



- 4. Review *Handbook 1A: Verification of Danendamihiiwewin (Concerns)* ensure all supervised employees understand the different levels of danendamihiiwewiidamaakewin (reported concerns) and understand these guidelines of KIDO responses to calls that come in.
- 5. Ensure all supervised employees hand-in reports at the end of their shift, or soon as possible in emergency situations. These and other pertinent documents are to be managed in a filing system to be located if requested by external service providers such as police or other involved CAS'.
- 6. Report to the assigned KIDO Assistant Director at the closest location for reviews, documents and update on assigned duties; with regular updates to the KIDO Director.
- 7. Work with Emergency Services Unit Team and other DO Onakatawapajike as required to coordinate appropriate responses.
- 8. Work as a team alongside other KIDO employees showing respect and understanding.
- 9. Follow and understand the MDK Policy, KI HR Policy & Procedures 2024, KI Nation HR Manual 2019, and other required guiding documents for all KIDO employees.
- 10. Participate in training and complete training required under KIDO.
- 11. Understand the traumas of the dibenjikewinan that interact with their office to identify underlying causes and/or persistent issues that need to be addressed through specific approaches and program focuses.
- 12. Encourage empowerment and healing of all dibenjikewinan of KI.

NOTE: While formal education is listed in the qualification section the hiring committee will consider it favourably when the candidate themselves is from KI and have local knowledge of the community, reserve life, and culture. For example, they know and have a relationship with the homelands, know KI spirituality, know the prayers, the landscapes, the waters, the people, the way we view our elders, the challenges of living in a remote reserve and can show a commitment to helping awaashish, oshkaadiz egwa dibenjikewinan of KI. It will also be an asset if the candidate can walk their talk, for example, lives a healthy lifestyle themselves and have a healthy dibenjikewin life.