



KINA Gbezhgomi Child and Family Services

Posted: June 2, 2026

Employment Opportunity

Location: Manitoulin Island

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honors and supports our families' and communities' inherent authority to care for their children based on unity, traditions, values, beliefs, and customs. **Preference will be given to Anishinaabe Candidates, please self-identify in your application.**

TEAM ASSISTANT

CONTRACT POSITION

Salary Range: \$59,341.48 to \$72,981.33

OVERVIEW:

Under the direction of the Services Supervisor, the Team Assistant is responsible for providing administrative and operational support to the Services Department. The incumbent assists with departmental coordination, record management, reporting requirements, communication processes, and administrative functions while ensuring compliance with Agency policies, Ministry standards, and legislative requirements.

The Team Assistant contributes to a culturally safe, respectful, and collaborative work environment that supports the Agency's mission, vision, values, and service objectives.

QUALIFICATIONS:

Education

- A two-year diploma in Business Administration, Office Administration, or another related discipline from an accredited post-secondary institution; or
- An equivalent combination of education, training, and experience deemed acceptable by the Agency.

Experience

- Experience working within an Anishinaabe Child and Family Well-Being Agency or a related human services environment is preferred.
- Experience working with Anishinaabe individuals, families, communities, and organizations is considered an asset.
- Lived experience and demonstrated understanding of Anishinaabe worldviews, traditions, customs, values, and practices are strongly preferred.

SKILLS, KNOWLEDGE, & ABILITIES

- Demonstrated ability to communicate effectively with clients, community members, service providers, and colleagues in a respectful, professional, and culturally appropriate manner.
- Knowledge of applicable child welfare legislation, standards, regulations, directives, and policies.
- Understanding of Anishinaabe family systems, community dynamics, and child and family well-being principles.
- Knowledge of Agency organizational structure, service delivery models, policies, procedures, and operational guidelines.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, from time to time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.

DEADLINE: JUNE 19TH, 2026 AT 4:00PM

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the detailed job description.

Please submit your application marked "Confidential –Team Assistant." **Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment-related from recent employers.**

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted in the following order of preference by website, email, or mail at:

Human Resources – Confidential
TEAM ASSISTANT

Email: applications@kgcfs.org

Kina Gbezhgomi Child and Family Services
98 Pottawatomi Avenue
Wikwemikong, Ontario, P0P 2J0

*KGCFS is committed to fostering an inclusive and accessible workplace in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request throughout the recruitment process. We thank all applicants for their interest; however, only those selected for an interview will be contacted. **Conditions of Employment:** Successful candidates will be required to provide a Police Record Check, a satisfactory Driver's Abstract, proof of \$1M Liability Insurance, and supervisory references (with consent to contact).*