



Wasauksing First Nation
Special Edition Newsletter
Issue Date: June 17, 2025



WASAUKSING FIRST NATION NEWSLETTER



JUNE 2025

Next Issue: July 01, 2025

Submissions Due: June 20, 2025

Please Visit Our Website: www.wasauksing.ca to see
Employment Opportunities, Special Events, And More...

UPCOMING MEETINGS

Community Council Meeting - Tuesday June 03, 2025

6:00 p.m. — 9:00 p.m. Administration Meeting Room

LARC Committee - Wednesday June 04, 2025

7:00 p.m.— 9:00 p.m. Gathering Center Meeting Room

Citizenship Committee Meeting - Wednesday June 11, 2025

7:00 p.m.— 9:00 p.m. Gathering Center Meeting Room

Health Committee Meeting - Wednesday June 11, 2025

5:00 p.m. — 7:00 p.m. Health Spiritual Room

Education Committee Meeting - Monday June 16, 2025

6:00 p.m.— 8:00 p.m. Administration Meeting Room

Business Council Meeting - Tuesday June 17, 2025

5:00 p.m. — 9:00 p.m. Administration Meeting Room

Restorative Justice Committee Meeting - Tuesday June 24, 2025

5:30 p.m.— 7:30 p.m. Gathering Center Meeting Room

Housing Committee Meeting - Thursday June 26, 2025

6:00 p.m.— 8:00 p.m. Administration Meeting Room

IN THIS ISSUE

♦ JOB POSTINGS

♦ SOCIAL DEPARTMENT

COMMUNITY Announcements

Wasauksing Fire Department - For Fire Emergencies please **Call 911.**

Anishinabek Police Services - For All Emergencies **Call 1-888-310-1122 or 911.**

Water Treatment Plant - During Office Hours staff can be reached at **705-746-7799.** After Hour Emergencies and/or During the Weekends Please Contact **705-774-3110**



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CHIEF COUNCILLOR
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COUNCILLORS
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Neil Swanson
David Rice
Pazhe Rice-Menominee

INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Social Services
POSITION TITLE: Ontario Works Employment Support Worker
DURATION: Full-Time Permanent Position
CLOSING: Wednesday, June 18, 2025

Position Summary:

Wasauksing First Nation is accepting applications for a Ontario Works Employment Support Worker. The Employment Support Worker is responsible for the Employment Assistance service delivery of the Ontario Works Program at the First Nation level. Under the direction of the Ontario Works Administrator, the Employment Support Worker will provide employment and career counselling to Ontario Works recipients.

Job Duties & Responsibilities:

- Ensure financial assistance eligibility
- Supervision/monitoring of participants
- Interview clients individually, in families, or in groups, to assess their situation and determine the types of employment assistance required
- Assess need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate agency.
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Identify barriers to employment and assist clients with; job readiness skills, job search strategies, writing resumes and preparing for job interviews.
- Administer and interpret tests designed to determine the interests, aptitudes and abilities of clients.
- Case file maintenance at the Ontario Works Standards..
- Completion and monitoring of Participation Agreements
- Assist in the development and implementation of employment assistance activities described within the Ontario Works program. (Childcare, financial assistance, etc.)
- Participate in case reviews with Ontario Works staff and contribute to program development and design
- Implement or refer clients to workshops, programs, community services, etc.
- Liaison with local and external service providers, employers and placement agencies
- Monitor and evaluate clients and/or participants in employment assistance activities.
- Monitor and maintain client resource area
- Maintain a directory of employment, training, community services, etc
- Maintain program statistics for purposes of evaluation and research



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- Prepare employment related expense claims and/or child care expense claims for participants and submit requests to Ontario Works Administrator to determine eligibility
- Perform other duties as necessary.
- Adhere to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor

Education & Experience:

- Grade 12 Diploma
- Proficiency in Microsoft Office Applications (Word/Excel)
- Understanding of financial reporting, budget preparation and report writing
- Previous experience using data base programs
- Ability to speak, read and understand Anishnaabemowin (Ojibway Language) is an asset

Other Requirements:

- Ability to establish and maintain effective and positive relationships with all persons
- Ability to obtain security clearance regarding job contracts (specific to supported employment program)
- Valid Driver's License and reliable personal vehicle
- Willing to work flexible hours as required, including evenings and weekends
- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector. Or criminal record check

**Applications must be received no later than June 18, 2025
@ 4:00 pm**

Please send your resume with a cover letter, contact information and two recent employment references to:

Contact collecting resumes
Email: hadmin@wasauksing.ca

Or package may be dropped off at the following physical address:

Administration Office
1508 Geewadin Road Lane G
Wasauksing First Nation

Preference may be given to Indigenous candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation History and Community.

"Only those selected for an interview will be contacted. We wish to thank everyone for their application."



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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Child Wellbeing Family Services
POSITION TITLE: Child in Care Worker (Post Majority)
DURATION: Full-Time Permanent
CLOSING: June 24, 2025

Position Summary:

Wasauksing First Nation is accepting applications for a Child in Care Worker reporting to the Supervisor of the Child Wellbeing Team. Child in Care Worker provides child services and case management to children and families as required by the Child, Youth & Family Services Act of Ontario. This includes providing services to families to protect children or prevent circumstances requiring the protection of children, providing services to children in care and their caregivers, and supporting children/youth in and out-of-home placements. The post-majority worker position could also include working with young adults aging out of the child welfare system.

Duties & Responsibilities:

- Knowledge of First Nation service delivery, customs, and traditions concerning Child Protection.
- Knowledge of internal/external services and service agencies.
- Knowledge and understanding of the Child, Youth and Family Services Act.
- Provide children and youth with the opportunity to collaboratively develop plans to improve their overall well-being and promote stability.
- Develop and implement appropriate short- and long-term plans of care for the child based on their individual needs.
- Working with First Nations Child Welfare agencies to ensure the rights of First Nations children and youth are honoured, respected, and adhered to.
- Connect young people with community resources and support services – both internal and external.
- Attend Circles, court hearings and other meetings as applicable to advocate for the needs of the children and youth you are supporting.
- You will document your excellent work with families transparently and concisely.
- Ability to assess each child's physical, mental, emotional, spiritual, and social needs and establish a trusting relationship to support and facilitate the child's growth and development.
- Coordinate counselling and internal and external resources, including schools, cultural support, and community-based support.
- You will document your excellent work with families transparently and concisely.
- Demonstrated competence in working effectively with children, adolescents, and families in a planned, process-oriented, goal-directed method.
- Knowledge of child development and different behavior management techniques.



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- Demonstrated knowledge of the Child Welfare System and structures, related documentation, and organizational strategies.
- Demonstrated knowledge and understanding of dealing with sensitive and confidential information.
- Organize data and case notes into an established record-keeping system.

Education & Experience:

- Post-Secondary Diploma (College) in Child and Youth Worker, Social Services Worker, or Human Service.
- In good standing with the Ontario College of Social Workers and Social Service Workers or other applicable governing bodies is an asset.
- Minimum two (2) years of work experience working with First Nation children, youth, and families.

Other Requirements:

- Good judgment and strong interpersonal, organizational and time management skills
- Excellent communication skills
- Proficiency in Microsoft Office applications, the internet, the web-based and collaborative software Google Apps, as well as various other word processing software, database software, and computer applications
- Strong verbal and written communication skills.
- Ability to work well independently and in a team environment.
- Valid Driver's License and reliable personal vehicle
- Ability to work flexible hours, including evenings and weekends.
- Available for on-call after hours and during weekends as required.
- Ability to travel is required, and to travel with minimal notice.
- This position requires the individual to work with various families, youth, and children. To protect children, youth, and vulnerable persons, Wasauksing First Nation requires individuals to provide a CPIC (Criminal record and vulnerable sector check).
- Maintains strict confidentiality as per the policies and procedures.

This position will remain open until June 24, 2025.

Please send your resume with a cover letter, contact information and two recent employment references to:

Email: hadmin@wasauksing.ca

Online Applications:

<https://wasauksing.bamboohr.com/careers>

Or package may be dropped off at the following physical address:

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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: First Nation Child and Family Services
POSITION TITLE: Facilities Coordinator
DURATION: Full-Time Permanent
CLOSING: June 25, 2025

Position Summary:

Wasauksing First Nation is accepting applications for a Facilities Coordinator reporting to the Manager of the Child Wellbeing Team. The Facilities Coordinator manages, operates, and organizes the Child Wellbeing Buildings and Recreational Assets. This position also assists with reporting and requires strong problem-solving, time management, multi-tasking, and interpersonal skills.

Duties & Responsibilities:

- Ability to work in a fast-paced environment.
- Organizational skills and a high level of initiative
- Prioritize conflicting priorities and requests regularly.
- Oversee buildings and recreational assets to ensure excellence, safety, and preventative care.
- Arrange and execute regular maintenance and upkeep on all vehicles.
- Ability to work with a flexible schedule.
- Use mechanical expertise to ensure buildings and facilities are well-managed.
- Provide regular team, building operations, equipment status and inventory reports.
- Provide leadership and guidance to staff.
- Perform on-demand maintenance or outsource if necessary.
- Communicate equipment issues as required.
- Ensure that buildings are safe for staff, including organizing snow removal, salt, sanding, and property maintenance as required.
- Adheres to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners

Education & Experience:

- High School Diploma
- Valid Driver's License, Class G, reliable transportation.
- Valid Boaters License
- CPR, First Aid, or willingness to obtain.
- Prior experience in performing equipment repairs and maintaining inventories.
- Direct experience working and supporting Indigenous Families, youth, and children.



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Other Requirements:

- Strong verbal and written communication skills
- Strong organizational skills and time management
- Ability to work well independently and in a team environment.
- Ability to work collaboratively with staff, community members and various agencies.
- Detail-oriented and highly observant.
- Pleasant, courteous, and professional personality
- Maintain strict confidentiality as per the policies and procedures.
- This position requires the individual to work with various families, youth, and children.
- To protect youth and other vulnerable persons, Wasauksing First Nation requires individuals to provide a vulnerable sector check.
- Available to work flexible hours, including evenings and weekends.
- Both indoor and outdoor environments.

Applications must be received no later than June 25 , 2025 @ 4:00 pm

Please send your resume with a cover letter, contact information and two recent employment references to:

Email: hadmin@wasauksing.ca

We also Accept Online applications through:

<https://wasauksing.bamboohr.com/careers>

Or package may be dropped off at the following physical address:

**Administration Office
1508 Geewadin Road Lane G
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Preference may be given to Indigenous candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation History and Community.

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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Child Wellbeing
POSITION TITLE: Infant & Children Development Worker
DURATION: Part-Time – Temporary Contract
CLOSING: June 26, 2025

Position Summary:

Wasauksing First Nation is accepting applications for a First Nation Child Wellbeing Infant & Child Development Worker. The Infant Child Development Worker provides a family-centered psycho-social approach to intervention services for infants and children 0 to 6 years of age who are delayed or “at risk” of developmental delay by providing in-home, developmental assessments, treatment plans, programming, support, referral and educational resources to the parents or primary caregiver of the infant/child in accordance with the program guidelines. The Infant Child Development Worker will assist in the implementation of integrated service delivery from the point of intake to discharge for all assigned infants/children and families receiving services.

Duties & Responsibilities:

- Assessing infant/child development or behaviour or attachment.
- Assess relationships between children and their caregiver(s) and strategize to develop a rapport and engage “difficult-to-reach families.
- Recognizing “high-risk” parenting in families with violence issues, parental mental health issues, developmental disabilities, substance abuse and teen pregnancy and provide intervention strategies.
- Encouraging and supporting parents/caregivers in making decisions regarding their infant/child.
- Develop an individual family plan with the parent(s)/caregiver(s) and other relevant service providers, including goals, interventions, and a time frame.
- Coordinating and facilitating standardized parenting programs following service policies and procedures.
- A flexible approach to supporting children and families, being organized, and understanding the available resources and community programs.
- A high level of understanding regarding child development and the impact of disability and delay on growth and development.
- The ability to support families in addressing those issues within a family-centered model.
- Experience working with infants and children with developmental delays within a consulting home visiting model.
Demonstrated practical experience in exercising independent judgment and initiative consistency and respect.
- Developing parents’/caregivers’ skills in managing behaviour and developing household routines and management skills through sessions in-home and in parenting groups.
- Establishing and maintaining formal and informal linkages with other agencies and service providers.
- Providing emotional support to the family with empathy, concern,



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- Collaborating with the Community Health Program to ensure a complete screening for health issues, early diagnosis of disabilities, and monitoring required medications.
- Advocating for and assisting families/caregivers in accessing other community resources to support the family's functioning and reducing stress on the family.
- Ensuring effective service coordination, timely documentation, and written reports per the standards and procedures.
- Completing and submitting monthly statistics, correspondence, and reports.
- Prepare and submit other statistical reports as required.
- Ensuring accuracy, confidentiality, and safekeeping of agency records.
- Participating constructively in the supervision process with the immediate supervisor.
- Adheres to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners

Education & Experience:

- A degree in a field related to child development or the equivalent.
- Experience working with First Nation children 0-6 years with developmental delays within a family context.
- Knowledge of and commitment to the principles and practices of family-centred practice.
- Ability to maintain confidentiality.
- Promotes and supports traditional Wasauksing First Nation cultural teachings and practices for families, community, and staff.
- First Aid

Other Requirements:

- Excellent interpersonal, written, and verbal communication skills, including proficiency in computer applications, especially Microsoft Office
- Valid driving license and updated insurance policy.
- Access to reliable transport.
- Valid Driver's License and reliable personal vehicle
- Ability to work flexible hours, including evenings and/or weekends
- Available for on-call after hours and during weekends as required
- Ability to travel is required, and to travel with minimal notice
- This position requires the individual to provide a vulnerable sector check

Applications must be received no later than June 26, 2025

@ 4:00 pm

Please send your resume with a cover letter, contact information and two recent employment references to:

Amanda Worm, HR Manager

Email: hrmanager@wasauksing.ca

Or package may be dropped off at the following physical address:

Administration Office

1508 Geewadin Road Lane G

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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Public Works/Lands
POSITION TITLE: Community Consultation Coordinator
DURATION: Full-Time Permanent Position
CLOSING: Wednesday, June 27, 2025

Position Summary:

Wasauksing First Nation is accepting applications for a Community Consultation Coordinator. With direction from the Lands Manager, the Community Consultation Coordinator (CCC) will establish a multi-year plan for consultation, including internal decision-making processes per the approved Internal and External consultation protocols. In addition to developing/revising policies and procedures concerning consultation for Council review, the CCC will act as the lead representative for consultation matters on behalf of the First Nation and ensure that the First Nation's rights, interests, and concerns are effectively represented and protected. The CCC must, in every aspect of their position, promote Wasauksing First Nation's visions and values, maintain the level of professionalism expected by Wasauksing First Nation as outlined throughout the Human Resources Policies and Procedures Manual, and uphold the Employee Code of Conduct and Ethics and the ethical values of the position.

Job Duties & Responsibilities:

- Strengthen, build and maintain consultation with Government agencies and partnerships relating to lands and resources;
- Actively engage all members in the community consultation process and develop effective resolutions to issues raised by members;
- Be a key player in conducting or retrieval of historical research, traditional land use planning/issues; and ensuring its heritage/cultural significance is maintained;
- Develop/finalize a Community Consultation Protocol and External Consultation Protocol;
- Actively engage community leadership in discussions with key stakeholders and government.
- Complete required site visits and inspections to monitor compliance of all agreements with Government agencies and Industry stakeholders.
- Work with consultants and specialized professionals to review and/or complete impact studies and environmental assessments and ensure environmental protection.
- Coordinate information sharing regarding natural resource initiatives within Wasauksing-Anishinaabe Territory (as defined within the External Consultation and Accommodation Protocol).



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- Coordinate annual or bi-annual meetings with community members to provide consultation updates and promote current projects and programs within the Lands and Resources Office.
- Provide input and help maintain natural resource information systems and promote awareness of traditional resource management protection.
- Attend training, conferences, and workshops relating to consultation and accommodation.
- Prepare monthly and annual program statistics, quarterly activity reports, and an annual report.
- Develop an annual work plan and measures outcomes/challenges and successes;
- Conduct and/or retrieve historical research data, history, culture and traditional land use issues as it pertains to the Band's consultation-negotiating process;
- Contribute to the planning and arrangement of Special and Community events. In particular,
 - Design of communication materials specific to these activities;
 - Develop and maintain communication templates for all written communications including but not limited to: letters, memos, briefing notes, emails, internal and external publications etc.;
 - Maintain database of contacts, photos, videos etc.
- Create and maintain a comprehensive database of all incoming consultation requests, documentation, and contact information for external Government and Industry agencies.
- Assist the Lands Manager with office support duties related to the overall daily land operations of Wasauksing First Nation lands.
- Perform other duties as necessary.
- Adhere to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor

Education & Experience:

- Post-secondary degree/diploma in business or economics, and/or natural resources, sustainable resources, or environmental sciences.
- Ontario Secondary School Diploma (Grade 12) or equivalent;
- 2-3 years' experience in resource management
- Knowledge of resource management principles and practices.
- Ability to speak, read and understand Anishnaabemowin (Ojibway Language) is an asset

Other Requirements:

- Must have evidenced organizational, analytical, and administrative skills.
- Must be able to develop, implement, monitor, and evaluate the projects
- Strong computer literacy and demonstrated knowledge of various computer software.'
- Experience in compiling and writing detailed reports, and briefing reports for Chief and Council;
- General knowledge of community services , customs and traditions;
- Must have own vehicle and valid Class "G" driver's license.
- Be insurable under Band policies.
- Provide a current CPIC



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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Finance Department
POSITION TITLE: Director of Finance
DURATION: Full-Time Permanent
CLOSING: July 4, 2025

Position Summary:

The Director of Finance is responsible for developing and implementing effective financial management tools and development processes. Keeping the CED current and up to date on all matters relating to the financial management of the First Nation in a timely and professional manner.

Duties and Responsibilities:

- Oversee and direct the Finance services Managers, staff and processes of the First Nation, ensuring the stability, efficiency and effectiveness of the First Nation's financial wellbeing including receipt and expenditure, budgeting and audit and cash flow management processes and systems.
- Ensure certification of subsidy reports/contribution agreements for all areas are processed accurately and in a timely manner.
- Develop and maintain an effective finance services operational and human resource management plan that is consistent with the hiring practices and policies of the First Nation and that meets the workforce requirements both current and projected and that includes processes that ensure staff remain current and up to date with the objectives of the First Nation including technology advancements and workforce requirements.
- Ensure the Finance Policies, procedures and processes remain current and up to date and operate in accordance with and ensure compliance to the approved policies, procedures and processes as may be amended from time to time.
- Ensure finance services human resource management and development programs and processes are supported financially within the budget resources of the First Nation.
- Ensure efficient and effective purchasing procedures and processes are in effect and carried out consistent with the financial policies and procedures in place within the First Nation including developing and coordinating such systems as Purchase Requisitions, Purchase Orders, cheque requisitions petty cash disbursements and control, etc.
- Communicate effectively with community members, CED, Chief and Council, Council/Community Committees, Managers, staff, funding agencies and others as required in a timely, responsible and professional manner.
- Remain current and up-to-date on the First Nations program and services areas and community needs, including short-term and long-term strategic planning processes, goals and objectives, legal issues and claims, and all related processes and systems.
- Ensure related Council directives/motions, and BCR's are followed up on in a timely, efficient and professional manner.
- Ensure monthly financial budget and variance reports are prepared and reviewed by Managers/Directors, and present a monthly financial report to Chief and Council through the CED including cash flow, budgets, investments and special projects.



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- Oversees the processes for the coordination and management of the Employee Benefits Package, personnel records, payroll processes and procedures, and attendance records, ensuring all activities/functions are carried out in a responsible and professional manner and that accurate and up-to-date records and reports are completed in a timely manner.
- Oversees the processes for accounts payable, accounts receivable, purchasing and asset management, cash flow and annual operating and capital budget management, ensuring all activities/functions are carried out in a responsible and professional manner and that accurate and up-to-date records and reports are completed in a timely manner.
- Develops and promotes a harmonious team environment within the Finance Department – staff, Managers and Director.
- Participates as an active member of the Management Team under the direction of the CED.
- Develop and submit proposals for regular or special projects to funding agencies/others as may be required and assigned from time to time.
- When an approved Finance Committee is functioning, attend all Finance Committee meetings, preparing reports as required and ensure minutes are approved by Council and motions and directives are implemented in a timely and consistent manner.
- Operates in accordance with and ensures compliance to the Wasauksing First Nation Administrative and Financial Management Policies and Procedures as may be updated and amended from time to time.
- Attend all Council Meetings, General Band Meetings, and other meetings as required, within and outside of the community.
- Be familiar with the Indian Act, Treaties and Treaty Rights applicable to the First Nation, applicable Native Law, Statutes and Regulation, Canada Labour Code, Occupational Health and Safety Act, Native Organizations and Government structures, and other laws, systems, and processes applicable in conducting the business of the First Nation. Understand and be fluent in the by-laws, policies and procedures, and codes of Wasauksing First Nation.
- Attend appropriate workshops, seminars, and training sessions as required to remain current and up-to-date on topics of concern to the financial management of the First Nation including human resource management, workplace safety, and asset management.

Academic/Educational Requirements:

- Minimum Business Administration/Accounting/Commerce Diploma
- Minimum of five years' experience in a related field of progressively more responsibility including supervision of staff
- OR
- an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills
- C.G.A., A.F.O., CAFM or other certified financial designation required.
- Strong computer background and skills a requirement, including but not limited to proficiency in ACCPAC accounting programs, word processing, spreadsheet and database applications, and internet and e-mail communication tools.

Qualifications and Skills/Experience:

Excellent and proficient financial skills essential including but not limited to:

- Proficient in SAGE is considered an asset
- Experience managing a finance team and leadership skill
- knowledge of accounting principles and procedures
- budget development and management
- audit processes and systems
- cash flow management
- capital planning and development



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- Forecasting abilities
- Familiarity with Indigenous Services Canada and funding agencies programs and services essential
- Knowledge with Benefits and Pension administration
- Report/proposal development skills an asset.
- Knowledge and understanding of the community environment and culture essential.
- Excellent computer skills
- Valid Driver's Licence and dependable vehicle.
- Provide a current CPIC

Management Ability

- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Must have the skills and capacity to take initiative and multi-task.
- Excellent Human Relations skills/training essential.
- Excellent Management/Administration skills essential.
- Excellent Conflict Resolution skills an asset.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Excellent and proficient financial skills essential.
- Excellent Human Relations/Public Relations skills essential.
- Excellent Management/Administration skills essential.
- Excellent Conflict Resolution skills essential.
- Excellent negotiation and mediation skills an asset.
- Excellent analytical and problem solving skills an asset.

Applications must be received no later than July 4, 2025 @ 4:30 pm

Please send your resume with a cover letter, contact information and three recent employment references to:

Name: Amanda Worm, HR Manager

Email: hrmanager@wasauksing.ca

Wasauksing First Nation

P.O. Box 250 Parry Sound, ON P2A 2X4

We also accept online applications through:

<https://wasauksing.bamboohr.com/careers>

Or package may be dropped off at the following physical address:

Administration Office

1508 Geewadin Road Lane G

Wasauksing First Nation

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JOB POSTINGS

WFN NEWSLETTER
JUNE 2025



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PHONE:
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FAX:
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CHIEF COUNCILLOR
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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Social Services
POSITION TITLE: Shelter Supervisor
DURATION: Full-Time Permanent Position
CLOSING: OPEN UNTIL FILLED

Position Summary:

Wasauksing First Nation is seeking a dynamic Shelter/ Transitional Housing Supervisor to collaborate closely with the Shelter Manager in providing direction and leadership to the new Shelter and Transitional Housing Facility. This program will offer direct crisis services grounded in cultural practices to women, children, men, and 2SLGBTQQIA+ individuals who are victims of domestic violence and intimate partner violence. The Shelter/Transitional Housing Supervisor will be responsible for assisting in the creation and development of programming and prevention services for clients, utilizing trauma-informed cultural practices.

Job Duties & Responsibilities:

- Perform general supervisory duties, specific program administration, and case management.
- Maintain shelter & transitional housing staff schedule, relief staff scheduling, and operations.
- Provide formal and informal supervision to staff, coaching, and performance evaluations.
- Aiding in the development and monitoring of training/wellness plans for staff.
- Overseeing client services & ensuring the coordination of all resources to meet clients' needs.
- Maintains quality standards/controls of all Shelter/TH programming services while adhering to and exceeding shelter standards set by Indigenous Services Canada;
- Coach and mentor staff, including team building.
- Conduct regular supervision, training, and support to staff.
- Participates as a member of the Management team to ensure adequate service provision and aid in shelter operations,
- Ensure maintenance of purchasing and inventory control.
- Supervise regular maintenance schedules.
- Ensure appropriate security measures for facilities and checks are conducted.
- Maintain comprehensive inventory and storage of existing, new, and donated items.
- Ensure maintenance of purchasing inventory and control mechanisms.
- Promote a healthy work and living environment for staff and clients.
- Work in compliance with OH&S Act and Regulations and abide by WFN policies.
- Adhere to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor



JOB POSTINGS

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Education & Experience:

- Post secondary education in related field, an asset.
- Certified drug & Alcohol clinical supervisor, an asset.
- Prior supervisory experience in a residential crisis program with direct supervision of staff.
- In-depth knowledge of shelter services
- Ability to speak, read and understand Anishnaabemowin (Ojibway Language) is an asset

Other Requirements:

- Valid Driver's License and reliable personal vehicle
- Willing to work flexible hours as required, including evenings and weekends, overnight coverage
- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector. Or criminal record check

This position will remain OPEN UNTIL FILLED

Please send your resume with a cover letter, contact information and two recent employment references to:

Contact collecting resumes

Email: hradmin@wasauksing.ca

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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Child Wellbeing - Social
POSITION TITLE: Youth Wellness Worker
DURATION: 6 Month Term
CLOSING: OPEN UNTIL FILLED

Position Summary:

Wasauksing First Nation is accepting applications for a Youth Wellness Worker. The Youth Wellness Worker will engage youth ages 12-24 years and facilitate a range of evidence-based primary and secondary prevention youth programs and strategies to address risk factors, protective factors, and resiliency; coordinate and/or facilitate youth activities and programs to promote physical, mental, emotional and spiritual wellness. The Youth Wellness Worker will work closely with the Social Programming and Wellness Manager and Supervisor, along with the wellness department staff, to support youth engagement. As well the Youth Wellness Worker will be required to provide mental health counselling, case management, support and intervention services to Wasauksing First Nation youth and families. The Youth Wellness Worker will promote the personal, cultural, educational and social development of youth in Wasauksing First Nation. Basic counselling, emotional support and crisis management are other priority services that may be provided by the Youth Wellness Worker.

Job Duties & Responsibilities:

- Assist youth in identifying individual plans and goals;
- Assist youth in learning more about and/or connecting with cultural practices and traditions;
- Identify and introduce promising and/or best practices that contribute to youth, family and community wellness;
- Develop programming that will support the engagement of high-risk youth who are using substances and/or disconnected from the community by establishing programming to meet needs and interests;
- Establish programming that will focus on strength-based approaches to building resiliency and self-esteem;
- Ensure that youth are engaged and connected to the programming and supports offered.
- Assist youth in assessing outside services where applicable, working with the Social Programming and Wellness Team;
- Keep current on all social concerns and trends, and as required, attend professional development activities in order to remain informed regarding issues affecting youth;
- Actively assist in the ongoing development and review of program plans;
- Collaborate on the planning and implementation of a variety of community events to promote the personal wellness of youth;



JOB POSTINGS

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- Plan, facilitate and/or coordinate evidence-based primary prevention workshops, programs and/or presentations for youth, parents and community using appropriate resources and technology;
- Host meetings and build/strengthen bridges between traditional and mainstream approaches to youth wellness;
- Critically analyze, monitor and evaluate programs and activities.
- Monitor and evaluate progress and adapt wellness plan as required;
- Provide youth crisis intervention counselling as required;
- Prepare clear, concise and accurate monthly reports;
- Develop, implement and/or coordinate a variety of mental health-related healing activities;
- Lead and participate in youth program activities that occur on weekends;
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor of Social Programming and Wellness;

Education & Experience:

- A High school diploma or equivalent is required
- A Post-secondary diploma/degree in related program areas is considered an asset
- Possessing Non-Violent Crisis Intervention Certificates would be an asset
- Minimum two years of direct experience working with Indigenous families, youth and children

Other Requirements:

- Valid Driver's License and reliable personal vehicle
- Willing to work flexible hours as required, including evenings and weekends
- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector check level 3.

This position will remain OPEN UNTIL FILLED.

Please send your resume with a cover letter, contact information and two recent employment references to:

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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Education
POSITION TITLE: School Bus Driver
DURATION: Part-Time
CLOSING: OPEN UNTIL FILLED

Position Summary:

Wasauksing First Nation is accepting applications for a School Bus Driver. The bus driver is a part-time position for the academic year, effective from September to June. The bus driver is responsible for the daily pick-up and delivery of the students attending Wasauksing Kinomaugewgamik. The bus driver will be responsible of the maintenance of the bus to ensure the safety of the passengers.

Job Duties & Responsibilities:

- Prepare and follow a routine of daily safety checks of both the interior and exterior of the bus.
- Follow a developed schedule of student pick-up and drop-off times.
- Maintain both an Ontario School Bus Inspection Logbook and a Daily Drivers Time Logbook- submitting copies to the school office weekly.
- Report regularly to the principle regarding repairs, issues regarding students, inclement weather, etc.
- Maintain order among students- has authority to control and discipline students being transported to and from school/school activity.
- Maintain the bus in good mechanical running condition, reporting any deficiencies with the principal before having work done.
- Clean the interior (daily) and the exterior (when necessary), restock supplies when necessary.
- Follow MTO driving regulations for school bus drivers.
- Perform other duties as necessary.
- Maintain a school cell phone and return it at the end of the school year.
- Follow safety rules as students are boarding and exiting the bus and as they cross the streets/roadways near the designated bus stops.
- Submit a revised student pick off and drop off schedule to the Principal and school office bi-annually;
- Adhere to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor



JOB POSTINGS

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Education & Experience:

- Must be familiar and keep updated on the Highway Traffic Act and laws relating to school buses.
- Have some working knowledge of basic mechanics and the maintenance of a vehicle.
- Some experience interacting with students and being able to enforce rules.
- Good geographical knowledge of Wasauksing First Nation & Parry Sound.
- Ability to speak, read, and understand Anishnaabemowin (Ojibway Language) is an asset

Other Requirements:

- Strong understanding of traffic laws, school transportation regulations, and emergency procedures.
- Strong decision-making skills to respond appropriately to safety, mechanical, traffic, and road conditions.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- High degree of visual acuity
- Valid Driver's License and reliable personal vehicle, and clean driving record.
- Willing to work flexible hours as required, including evenings and weekends
- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector. Or criminal record check

Paid Training is included for the selected candidate.

This position will remain OPEN UNTIL FILLED.

Please send your resume with a cover letter, contact information and two recent employment references to:

Contact collecting resumes

Email: hadmin@wasauksing.ca

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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Education
POSITION TITLE: School Van Driver
DURATION: Part-Time
CLOSING: OPEN UNTIL FILLED

Position Summary:

Wasauksing First Nation is accepting applications for a School Van Driver. The Van driver is a part-time position for the academic year, effective from September to June. The Van driver is responsible for the daily pick-up and delivery of the students attending Wasauksing Kinomaugewgamik. The Van driver will be responsible of the maintenance of the van to ensure the safety of the passengers.

Job Duties & Responsibilities:

- Prepare and follow a routine of daily safety checks of both the interior and exterior of the van.
- Follow a developed schedule of student pick-up and drop-off times.
- Maintain both an Ontario School Vehicle Inspection Logbook and a Daily Drivers Time Logbook- submitting copies to the school office weekly.
- Report regularly to the principle regarding repairs, issues regarding students, inclement weather, etc.
- Maintain order among students- has authority to control and discipline students being transported to and from school/school activity.
- Maintain the vehicle in good mechanical running condition, reporting any deficiencies with the principal before having work done.
- Clean the interior (daily) and the exterior (when necessary), restock supplies when necessary.
- Follow MTO driving regulations for school vehicle drivers.
- Perform other duties as necessary.
- Maintain a school cell phone and return it at the end of the school year.
- Follow safety rules as students are boarding and exiting the van and as they cross the streets/roadways near the designated stops.
- Submit a revised student pick off and drop off schedule to the Principal and school office bi-annually;
- Adhere to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor



JOB POSTINGS

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Education & Experience:

- Must be familiar and keep updated on the Highway Traffic Act and laws relating to school vehicles.
- Have some working knowledge of basic mechanics and the maintenance of a vehicle.
- Some experience interacting with students and being able to enforce rules.
- Good geographical knowledge of Wasauksing First Nation & Parry Sound.
- Ability to speak, read, and understand Anishnaabemowin (Ojibway Language) is an asset

Other Requirements:

- Strong understanding of traffic laws, school transportation regulations, and emergency procedures.
- Strong decision-making skills to respond appropriately to safety, mechanical, traffic, and road conditions.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- High degree of visual acuity
- Valid Driver's License and reliable personal vehicle, and clean driving record.
- Willing to work flexible hours as required, including evenings and weekends
- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector. Or criminal record check

Paid Training is included for the selected candidate.

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LOUD & PROUD

WASUKSING PRIDE SAVE THE DATE

EVERY DAY IS PRIDE

JOIN THE CELEBRATION

COMMUNITY FLAG RAISING

**Sunday June 22 Community Complex 12
Noon
Brunch to Follow**