



Malahat Nation

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DESIGNATED BAND REPRESENTATIVE

REPORTS TO Director of Early Learning Child & Family Supports

START October 2025

COMPENSATION \$43.04 per hour - \$44.33 per hour (NEE: 24)

STATUS 1 – Fulltime Permanent

** the above rates subject to education and / or experience or a combination of both.*

up to 35-hours per week

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate to join our Early Learning Child & Family Supports team as a Designated Band Representative. We are looking for fun, energetic, dependable and organized staff. Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.

PURPOSE: Reporting to the Director of Early Learning and Child & Family Supports, the Designated Band Representative (DBR) will act as Malahat Nation's Representative for children and families who are working with Child and Family Service Agencies. The Designated Band Representative will provide guidance, advocacy and support to Malahat Nation children, youth and families who are working with Delegated Aboriginal Agencies or the Ministry of Children and Family Development. *This position is a fulltime permanent position that works in the office with minimal local travel as required.*

RESPONSIBILITIES:

- Participate in family meetings, case planning meetings and court related hearing, case conferences, contested hearings, mediations and trials primarily in the local registry jurisdiction
- Participate on the behalf of the child and Malahat Nation in all areas of child welfare including: meetings, adoptions, child safety, guardianship, and foster care providing input and advocacy for youth in high risk situations
- Participate in and support the decision-making process for permanency, adoption and aging-out for current children and youth in care
- Receive service of court notices as legislated under the CFCSA service on behalf of Malahat Nation; participate in all relevant court hearings to ensure the cultural and foundational rights of the child/youth are protected and considered
- As DBR, is a party to the court proceeding and can provide consent to the application in court if in the child and / or youths' best interest assist the court to understand the importance of the child and / or youth to the community
- Ensure the child and / or youth is connected to culture, family, and their rights are supported by the court plan of care
- Ensure the Malahat teachings and rights of Malahat Nation citizens are respected in all agency practices
- Ensure that all information about children, staff, visitors and volunteers are strictly confidential
- Develop and sustain working relationships with community partners
- Provide community education presentations on topics related to child advocacy, children and / or youth in care
- Maintain current knowledge of the relevant laws and policies related to Child Welfare
- Attend Designated Representative training, court training and relevant trainings as applicable
- Model appropriate behaviors and attitudes for children and families we provide service to
- Other related duties including but not limited to emergency on-call support on an as needed basis

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelors Degree in Social Work, Social Science, Child & Youth Care or related field and / or an equivalent combination of education and experience is required
- 1-year experience working in Social Services or related field is required
- CPR and standard first aid training required
- Clean Criminal Record Check including vulnerable sector search prior to employment is required
- Valid BC Driver's License, current drivers abstract, and reliable vehicle is required

OTHER EDUCATION AND EXPERIENCE:

- 3+ years of experience working in Social Services or related field is preferred
- Experience working in a First Nations community and a willingness to learn about Malahat culture, customs, and traditions is an asset

**** Malahat Nation Bonus** provided on a one-time only basis and subject to meeting specific departmental requirements and eligibility criteria; terms and conditions do apply (details can be provided upon request)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Child, Family and Community Service Act (CFCSA), Aboriginal Policy and Practice Framework in British Columbia
- Knowledge of the CFCS and completion of classes pertaining to Child Safety
- Knowledge of Microsoft Office Suite Programs i.e. Word, Excel, PowerPoint, Zoom, HTML, etc.
- Excellent written, oral and interpersonal communication skills, with strong analytical and problem-solving skills
- Demonstrated time management with the ability to multitask different tasks simultaneously
- Demonstrated ability to prepare and maintain reports, records management, data entry, statistics and case files
- Demonstrated knowledge of issues and challenges of working with at-risk children, youth, and families
- Demonstrated ability to work in a high-paced environment dealing with difficult emotional and critical issues
- Show tact, courtesy, and discretion in dealing with children and families maintaining strict confidentiality in the course of duties
- May be required to work flexible hours (*evenings and/or weekends – on occasion*)

***Interested applicants are invited to submit a current resume, a detailed cover letter and three references.
Please reference the 'Job Title' in the 'Subject Line'.***

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: Recruitment Open Until Position Filled.