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8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
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Meadow Lake Tribal Council

CFS Circle Facilitators/Mentors **Employment Opportunity**

MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.

- *This competition is open to all applicants; and*
- *Preference will be given to qualified First Nations applicants or other Indigenous applicants who self-declare as being a First Nations person or of other Indigenous ancestry;*

The Meadow Lake Tribal Council is accepting applications to fill 2 full-time, term positions of Circle Facilitator/Mentor for the Child & Family Services Department. The successful candidates will work as part of the MLTC CFS team in supporting the wraparound services that are culturally based and family focused.

The Circle Facilitators/Mentors are responsible to prepare and facilitate circles as requested with families, children, youth, and Elders. They will support both the current and new Child Welfare Law's smooth transition in working with families and Advisory Councils to reunite families with their children, and initiate case planning. As a Circle Facilitator, you will demonstrate your effective facilitation skills, providing a gateway for all parties to listen and be heard in a collaborative, Indigenous setting.

MLTC CFS offers competitive wage comparison with an "MLTC Premium" top up on salary. We also offer a comprehensive benefit plan including Dental, Extended Health, Sick Leave and a Pension Plan match.

Duties & Responsibilities: (include but not limited to)

- Promote the philosophy of Circles, which includes confidentiality, safety, building on family strengths, inclusiveness, permanency for children, acknowledging cultural diversity, family preservation/reunification, and family and community collaborative decision-making through consultations and the provision of training and education as requested.
- Coordinate and facilitate the Circle process for selected situations on referral basis or as needed.
- Provide support, guidance, and safety during the Circle process to ensure the best possible outcomes for the children/youth and families involved.
- Comply with traditional protocols and best practices related to Circles and advise Supervisor of any significant deviations from traditional practices.
- Provide ongoing education and share knowledge about Circles to staff, caregivers, community service providers and other community members as needed.

- **Administrative:**
 - Prepare and maintain regular reports, analyses and statistics as required.
 - Participate in the ongoing development and implementation of policies, procedures and best practices related to First Nation Circles.
 - Participate in the development of an overall service plan.
- Act as the liaison between CFS and Advisory Councils and coordinate any and all circles as needed working with CFS staff for the best interests of child, family, and community.
- Providing mentorship/guidance to staff, families, youth as needed.
- Other duties as assigned and required.

Qualifications:

Minimum:

- Appropriate combination of education and work experience may be considered.
- A minimum of three (3) years relevant experience working with children and families.
- Recognized and respected by his/her own community as someone who has lived experience and a learned understanding of Indigenous culture and traditional teachings and they carry themselves within community according to those teachings.

Preferred:

- Social Work Diploma or Indigenous Studies Diploma or related education

Other:

- Experience, knowledge, and skill in group facilitation would be an asset.
- Strong attention to detail and ability to manage logistical details of large Circles.
- Computer skills including the ability to utilize Microsoft Office (Word, Excel, Outlook, Access, PowerPoint), E-mail, Internet, and adaptability to new systems.
- Knowledge of the child welfare system and the issues faced by First Nation's child/youth and family populations served by this position.
- Strong interpersonal skills and a demonstrated ability to form effective working relationships with cultural resources (Elders, healers, etc.), clients, general public and Child & Family Services staff.
- Experience, knowledge, and skill in group facilitation would be an asset.
- Knowledgeable about Cree/Dene cultural values, customs and beliefs; ability to speak Cree and/or Dene will be considered an asset.

Interested applicants are invited to submit: A letter of application, resume stating qualifications and work experience, copies of credentials, current RCMP Security Clearance (Criminal Record Check, inclusive of the Vulnerable Sector), a copy of your valid driver's license, and three (3) current professional *supervisory* references to:

**Human Resources Department
8003 Flying Dust Reserve
MEADOW LAKE, SK S9X 1T8
E-mail: hrdepartment@mltc.net
Phone: (306) 236-5654 Fax: (306) 236-3509**

To apply by computer or laptop simply visit our website @ www.mltc.net/employment click "view" on the position(s) you are applying for, review the job ad, then select the apply link on the bottom right of the job ad.

For more information, please contact *Melinda Morin, Senior Director of CFS* at (306) 236-8287.

Deadline: Friday, September 26, 2025

MLTC sincerely appreciates and thanks all individuals for their applications, however, only those selected for an interview will be contacted.