Aamjiwnaang First Nation

CONTRACTOR PROPOSAL OPPORTUNITY

Request for Proposals (RFP): Child and Family Services - Inherent Jurisdiction Consultant
Location: Sarnia, ON
Duration: Contract – up to 5 years
Posting Closes/Deadline: until filled
Fee Structure: up to $80,000 per year (*based on annual funding*)

Overview

Aamjiwnaang First Nation is seeking a full-time consultant position to support the Nation's efforts to re-assert its inherent jurisdiction over the wellbeing of its children. The Consultant will be responsible for reaching out to and engaging the community in discussions related to the drafting of Aamjiwnaang First Nation's child and family wellbeing law and the services needed to implement the law. This will include using various communications strategies to inform and engage key stakeholders in the community. The role will also be responsible for strategically communicating with and to community members so that members feel safe, included, and reflected in the process.

The successful proponent will support and work under the direction of the Child & Family Services Manager, as it undertakes the drafting and planning for operationalizing of a Child and Family Care Law for Aamjiwnaang pursuant to Aamjiwnaang's inherent jurisdiction.

Scope of Work

The Consultant will be responsible for providing professional services that may include, but are not limited to, the following areas:

1. **Community Engagement**
    - **a.** Builds a relationship with Aamjiwnaang First Nation members to understand best engagement and communication strategies;
    - **b.** Utilizes their knowledge of the community to guide the engagement process in a way that is reflective of the community's customs and traditions, including engagement with Elders, knowledge holders and language keepers; and
    - **c.** Plans and organizes events for consultation purposes, working with outside resources, including Legal Counsel to move the engagement and drafting process forward.
2. **Communications**
    - **a.** Utilizes their knowledge of the community to strategically inform members and key stakeholders of engagement opportunities, including but not limited to:
    - **b.** invitations to community consultations;
    - **c.** regular newsletter inserts;
    - **d.** communications with key external agencies; and
    - **e.** communications with Chief and Council
3. **Collaborative Practice**
    - **a.** Works and collaborates with the Child and Family Well Being department, Child and Family Wellbeing Law Working Committee, and Legal Counsel to advance the process of community engagement and communication throughout drafting and implementation of the child and family wellbeing law
    - **b.** Participates on relevant boards, committees, and community development projects.
    - **c.** Utilizes a multidisciplinary approach to ensure comprehensive communications and engagement strategies.
4. **Administrative**

a. Completes and provides any reporting requirements requested by supervisor.
b. Diligent in keeping up with timelines.

5. Quality Management

a. Engages other staff and community members in the development of policy and implementation planning to ensure the community is reflected.
b. Diligently solicits feedback from stakeholders and department teammates.

Required Qualifications and Experience

Proponents should clearly demonstrate the following in their proposal:

- Education or professional background in communications, community engagement, public administration, business administration, child welfare, social work, or a related field;
- Demonstrated experience planning and facilitating community engagement or consultation processes;
- Experience working with First Nations, Indigenous communities, or Indigenous-led initiatives (strong asset);
- Knowledge of Indigenous governance, child and family wellbeing, or jurisdictional work (asset);
- Ability to obtain and maintain an acceptable Vulnerable Sector Check, if required.

Proposal Submission Requirements

Interested proponents are invited to submit a proposal that includes:

- Resume and cover letter;
- At least two (2) professional references.

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3).

Submission Process

Proposals must be submitted by the stated deadline to

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Rachael Simon, Manager of Child and Family Services
Or
Rsimon@aamjiwnaang.ca

Aamjiwnaang First Nation reserves the right to accept or reject any proposal, to negotiate with the preferred proponent, and to cancel this Request for Proposals at any time without obligation.