



Position Title: Community Band Designate

Work Location: Paqtnkek Mi'kmaq Nation

Application Deadline: June 26th, 2026

Paqtnkek Mi'kmaq Nation is seeking a compassionate, organized, and community-focused individual to fill the role of Community Band Designate. The Community Band Designate acts on behalf of Chief and Council in matters relating to child welfare, family advocacy, and community support services. The successful candidate will serve as a liaison between community members, families, child welfare agencies, service providers, and legal or governmental systems to ensure that the rights, culture, and best interests of Mi'kmaq children and families are respected and upheld. This position requires strong interpersonal skills, advocacy, confidentiality, conflict resolution abilities, and a working knowledge of child welfare legislation, Jordan's Principle, and Indigenous family and community supports.

Key Responsibilities

- Serve as the primary contact between Paqtnkek Mi'kmaq Nation and child welfare agencies, including Mi'kmaq Family and Children's Services.
 - Advocate for community members involved in child welfare matters and assist families in understanding their rights and available supports.
 - Attend case conferences, court proceedings, family meetings, and planning sessions when required.
 - Support families in navigating child welfare systems, legal processes, and service applications.
 - Assist community members in accessing resources such as Jordan's Principle, mental health supports, housing services, cultural programming, and financial assistance programs.
 - Work collaboratively with Chief and Council, legal counsel, schools, healthcare providers, and community organizations to promote the well-being of children and families.
 - Ensure that service providers recognize and consider cultural, familial, and community connections in planning and decision-making.
 - Help mediate concerns or disputes between families and service providers in a respectful and professional manner.
 - Maintain accurate case notes, records, and documentation while adhering to confidentiality and privacy requirements.
 - Participate in community meetings, committees, and outreach initiatives related to family wellness and child welfare.
 - Provide crisis response and support referrals when necessary.
 - Promote prevention-focused and family-centered approaches whenever possible.
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Qualifications & Skills

- Post-secondary education in Social Work, Human Services, Indigenous Studies, Justice, or a related field is considered an asset.
- Equivalent lived experience and community-based experience may be considered.
- Knowledge of child welfare legislation, Indigenous child and family service systems, and community resources.
- Strong advocacy, communication, mediation, and organizational skills.
- Ability to work independently while maintaining professionalism and confidentiality.
- Experience working with Indigenous communities and understanding Mi'kmaq culture, traditions, and values.
- Valid driver's license and reliable transportation are required.

Preferred Qualities

- Compassionate and approachable demeanor.
- Strong understanding of trauma-informed and culturally safe practices.
- Ability to remain calm and professional during difficult or emotionally charged situations.
- Strong problem-solving and relationship-building skills.
- Commitment to supporting children, youth, and families within the community.

Reporting Structure

- The Community Band Designate reports directly to Chief and Council and/or the Director of Healing within Paqtnkek Mi'kmaq Nation.
- Employment Conditions
- Criminal Record Check and Vulnerable Sector Check are required.
- Flexible hours, including occasional evenings or travel, may be necessary depending on family or community needs.

To Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience

To: David Kearns, Human Resources Director - Paqtnkek Mi'kmaq Nation

Email: jobs@paqtnkek.ca

Subject Line: "Community Band Designate"

Or: Deliver in person to the front desk at Paqtnkek Band Office during business hours.

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Preference: Paqtnkek Mi'kmaq Nation is an equal opportunity employer and reserves the right to hire a qualified candidate of Indigenous descent if all other qualifications remain equal.

We appreciate all expressed interest in this position; however, only candidates selected for an interview will be contacted. No phone calls, please.