



Job Posting: Family Group Conference Facilitator / Cultural Advisor
Department: PRIDE
Location: Summerside, PE
Position: Permanent, Full Time 37.5 hours/week
Salary: \$82,999 to \$107,582
Deadline to apply: November 18, 2025

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to the Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations, and the broader provincial Indigenous community. MCPEI offers competitive compensation, comprehensive benefits, generous vacation, and a respectful, healthy, and culturally supportive workplace.

THE ROLE

The Family Group Conference Facilitator (FGCF) supports a culturally grounded, strengths-based process that supports Mi'kmaq children, youth, and families in planning for safety, well-being, and long-term stability. Drawing on the principles of Family Group Circles and rooted in Mi'kmaq values, teachings, and community connection, the Facilitator empowers families to make informed decisions in collaboration with their extended support networks, service providers, and community representatives.

The Facilitator ensures the process reflects Indigenous knowledge, respects family autonomy, and strengthens cultural identity while addressing both immediate and long-term family goals.

QUALIFICATIONS

Education, Years of Experience

- Post-secondary education in Social Work or an undergraduate degree in a related social science field (Indigenous Studies, Psychology, Sociology, etc.) or an equivalent combination of education and experience.
- Familiarity with Family Group Conferencing or other restorative models (e.g., Healing Circles).
- Knowledge of provincial and federal child welfare legislation.
- Previous experience in child and family services, restorative practices, or social work.

Skills and Competencies

- Knowledge of and respect for Mi'kmaq culture, history, and traditions.
- Demonstrated ability to build effective, respectful relationships with Indigenous children, families, and communities.
- Strong facilitation and mediation skills with the ability to navigate sensitive conversations.
- Understanding of trauma-informed and strengths-based approaches.
- Excellent communication, organization, and problem-solving skills.
- Ability to work independently and meet deadlines.
- Sound professional judgment and ability to maintain confidentiality.

KEY RESPONSIBILITIES

Facilitation and Coordination

- Organize and facilitate Family Group Conferences in a manner that honours Mi'kmaq culture, language, and protocols.
- Support families in identifying participants, including extended family, community members, Elders, and service providers.
- Prepare participants for the circle process, ensuring informed consent and understanding of roles.
- Create a safe, respectful environment for discussion, problem solving, and decision-making.

Cultural Responsiveness and Community Engagement

- Integrate Mi'kmaq cultural teachings, storytelling, and traditional practices into the circle process.
- Collaborate with Elders, Knowledge Keepers, and cultural advisors to guide and ground the process.
- Strengthen community capacity by fostering partnerships with schools, health centres, service providers, and cultural organizations.
- Promote awareness of the Family Group Conference program within communities and external agencies.

Planning, Follow-Up, and Reporting

- Document family plans with clarity, accountability, and cultural integrity.
- Monitor implementation of family plans and support participants in addressing challenges or changes.
- Maintain regular follow-up with families and support networks to encourage collaboration.
- Keep accurate records of all circles, participants, and follow-up actions in accordance with confidentiality standards.
- Assist in evaluating program effectiveness and recommending improvements.

Administration and Reporting

- Maintain accurate records of all circles, participant lists, and follow-up actions in accordance with privacy and confidentiality standards.
- Provide regular Briefing Notes to leadership on outcomes, trends, and emerging needs.
- Assist in program development, evaluating program effectiveness and identifying areas for improvement.

Other

- Valid driver's license and access to a reliable vehicle
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.
- Flexibility to work evenings and weekends as needed.
- Successfully pass a Criminal Record and Vulnerable Sector Check.
- Provide COVID-19 Vaccine Record

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority – in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity-building opportunities to Mi'kmaq individuals with the core competencies for this position.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "Family Group Conference Facilitator" in the subject line

or deliver resume to

ATTN: Human Resources Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way Charlottetown PEI C1A 0J7

Deadline to apply: November 18, 2025 at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.