



FAMILY &
CHILDREN'S SERVICES
OF THE WATERLOO REGION

Help Today for a Better Tomorrow

Indigenous Genealogist (Contract)

Family & Children's Services of the Waterloo Region is a community organization legally mandated to respond to and work together with families, their supports, and our communities to protect and care for children who have been abused or neglected, or who are at risk of being abused or neglected.

Our Agency is fully committed to creating a diverse, inclusive, equitable and accessible workplace that supports employees to be authentic and fully engage in shaping a healthy workplace and community where children, youth and families thrive.

To continue to support the work that we do, the Agency is looking for an Indigenous Genealogist to join our team. There is one 6-month contract available.

We are seeking a knowledgeable and culturally sensitive individual to join our team as an Indigenous Genealogist. This role involves researching and documenting Indigenous family histories, genealogies, and ancestral connections for families we serve. The ideal candidate will have a deep understanding of Indigenous cultures, traditions, and historical context, as well as proficiency in genealogical research methods using a variety of resources, including archival records, oral histories, government documents, and digital databases. They will also need to collaborate with Indigenous communities, Nations, and individuals to gather and verify genealogical information, respecting cultural protocols and privacy considerations.

Knowledge & Skills Required:

- Minimum high school diploma
- Strong knowledge of Indigenous cultures and histories.
- Excellent communication and interpersonal skills, with the ability to work collaboratively and respectfully with Indigenous communities and individuals.
- Sensitivity to the ethical and cultural considerations involved in genealogical research, including issues of consent and confidentiality.
- Proficiency in relevant software and tools for genealogical research and data management.

Salary Range:

\$24.2987 - \$29.2913 per hour

Office and Clerical, Grade 4

Articles 15&16 apply to internal candidates.

Application Process:

Interested internal applicants are invited to submit a resume to internal.resume@facswaterloo.org, no later than 4:00pm on November 5, 2024, quoting posting #023-2024.

Interested external applicants are invited to submit a resume to resume@facswaterloo.org, no later than 4:00 pm on November 5, 2024, quoting posting #023-2024.

Diversity, Equity, and Inclusion:

Family & Children's Services is committed to a diverse, inclusive, equitable and accessible workplace. We encourage applications from Indigenous and Racialized people, women, 2SLGBTQIA+ people, and people with disabilities to ensure we get the best, most creative talent on our team. If you feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Accommodation at Family & Children's Services of the Waterloo Region:

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process, which will enable you to be assessed in a fair and equitable manner.