



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

CLINICAL SERVICES WORKER
CLINICAL SERVICES UNIT, SOCIAL SERVICES
CONTRACT (ONE YEAR)

Applications will be received by Grand River Employment & Training up until 4:00 p.m., **Wednesday November 15, 2017**, for the position of a Contract (one year) Clinical Services Worker with Clinical Services Unit, Social Services Six Nations Council. The Six Nations Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications will be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of Supervisor of the Clinical Services Unit the Clinical Services Worker shall participate in the development and delivery and evaluation of programs and activities that enhance child, youth, and family wellness. The Clinical Services Worker is responsible for providing assessment and service planning relations to mental health issues and for providing therapeutic support to individuals, children, youth and their families within the policies and procedures established by Six Nations Elected Council.

SALARY: **To be Determined**

BASIC QUALIFICATIONS:

- Master's degree in Social Work or a Master's degree in a related field with experience in assessment and counselling in Child and Family Services or the Mental Health Field
- Will have demonstrated experience working with Native children and families
- Basic computer skills
- Able to work flexible hours (i.e. evenings);
- Excellent written and oral communications skills and organizational skills
- Membership in OCSWSWSW College or Professional regulatory college considered an asset
- Knowledgeable in Haudenosaunee culture and the contemporary characteristics of the Six Nations' social structure.
- Will be familiar with the social issues and political structure within Six Nations;
- Will be thoroughly familiar with Six Nations' Child and Family Services' principle, policies and other service resource.
- Will have access to a reliable vehicle and possess valid Ontario "G" class driver's license

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of your driver's license
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.

Clinical Services Secretary – Contract (One Year)

c/o Reception Desk

Grand River Employment & Training (GREAT)

P.O. Box 69

Ohswéken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of your driver's license
6. Scan and email all documents listed above to recruitment@sixnations.ca.

ONLY THOSE APPLICANTS RECEIVING AN INTERVIEW WILL BE CONTACTED

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**CLINICAL SERVICES WORKER
SIX NATIONS SOCIAL SERVICES
CHILD AND FAMILY SERVICES**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Supervisor of the Clinical Services Unit.

PURPOSE AND SCOPE OF THE POSITION:

The Clinical Services Worker shall participate in the development and delivery and evaluation of programs and activities that enhance child, youth, and family wellness.

The Clinical Services Worker is responsible for providing assessment and service planning in relation to mental health issues and for providing therapeutic support to individuals, children, youth and their families.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Participates in the preparation of annual work plans, and program plans.
- Assists with the establishment of operational service criteria.
- Updates the required Information System on a daily basis.
- Assesses the psycho-social needs of clients.
- Provides therapeutic and instrumental intervention to individuals, couples, and families.
- Provides educational/therapeutic groups according to assessed need.
- Continuously re-assesses client and group needs in relation to service plan goals, objectives and activities and recommends appropriate changes, including referrals to other services as considered appropriate.
- Acts as a resource for groups as requested.
- Provides consultations with respect to mental health issues.
- *participation in the Six Nations Community Emergency Measures Plan*

2. ADMINISTRATIVE:

- Completes regular paper work (ie. Itineraries, travel, transportation/child care requests).
- Completes concise reports and assessments
- *Reports as required by law as determined by law (ie. Child and Family Services Act and the Mental Health Act).*
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3. COMMUNICATIONS & LIAISON:

- Participates in case reviews, conferences, and weekly clinical meetings.
- Liaises with other service providers as deemed appropriate.

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- Participates in the planning/facilitation of group sessions.
- Provides/delivers presentations on various psychosocial issues as requested

3. OTHER RELATED DUTIES:

Any other related duties as assigned by the Supervisor of *Clinical Services* Unit.

WORKING CONDITIONS:

- Work involves mental stress; requires interaction with the public, subject to deadlines, interruptions, and some unscheduled hours; *flexibility of working* hours; ability to take direction, prioritize, and work independently.
- *Work involves consultation with internal staff*
- *Work involves external contact with referring agencies*
- *Work involves direct client contact with some risk due to predisposition of some clients*
- *May require some travel in the community as required using own transportation*

WORKING RELATIONSHIPS:

With the Supervisor of the Clinical Services Unit

- *Is accountable to Supervisor for direction and clinical supervision regarding daily activities*
- Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With other Professionals

- *Works with other staff/other Six Nations agencies with courtesy, cooperation and teamwork*
- *Works with external agencies thereby representing and promoting the Six Nations Child and Family Services Program in a courteous, positive and cooperative manner*
- *Provides information and assistance as required*

With the Community

- Represents and promotes Six Nations Council and the Social Services Department *and Six Nations Child and Family Services* in a courteous, cooperative and professional manner.
- *Works with the public/clients thereby promoting the Six Nations Child and Family Services Program.*

KNOWLEDGE AND SKILLS:

Minimum Qualifications

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- Masters degree in Social Work or a Masters degree in a related field with experience in assessment and counseling *in Child and Family Services or the Mental Health Field*
- *Will have demonstrated experience working with Native children and families*
- *Basic computer skills*

Other Preferred Qualifications

- Excellent written and oral communications skills.
- Good organizational skills.
- Ability to work flexible hours (i.e. evenings).
- Ability to pass criminal check and child abuse registry check.
- *Will be familiar with* Hadenosaunee
- *Will be familiar with the social issues and political structure within Six Nations*
- Will be thoroughly familiar with the relevant legislation, regulations and guidelines.
- Will be knowledgeable with the range of methods and techniques that are employed in social work, including methods of assessment and treatment.
- *Will be familiar with* traditional approaches to helping.
- Will be Native in preference to other applicants.
- Will have access to a reliable vehicle and possess a valid class “G” Ontario driver’s license.
- Membership in OCSWSSW *College or Professional regulatory* college considered an asset.

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

- *Must adhere to Six Nations of the Grand River personnel policies, Six Nations of the Grand River Social Services and Six Nations of the Grand River Child and Family protocols. Personnel must also comply with any legislation, directives, standards and procedures issued by the Ministry of Community, Family and Children’s Services and First Nations and Inuit Health Branch.*
- *Must maintain an in depth awareness of legislation, policy and program changes*



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

| | | | | | |
|--|--|--|----------------------|--|--|
| Application for: (Job Title) | | | Closing Date: | | |
| Name of Applicant: | First Name | Initial | Last Name | Band & Number(if applicable) | |
| Mailing Address (R.R.#, Blue # & Address) | | | Home Phone. | Alternate Phone No. | |
| City or Town or Village | Province | Postal Code | | Email Address | |
| <p><small>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</small></p> | | | | | |
| Do you have specific needs to be accommodated? If so, in what manner? | Do you have the valid required license(s)? | Do you have a valid First Aid/CPR Certificate? | | Have you had WHMIS Training? | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p> | | | | | |
| <p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | |
| <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | |
| <p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p> | | | | | |
| <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | |

PART II EDUCATION

| Year Last Attended | Secondary School | | | | | College or University | | | | | Graduate or Professional | | | | |
|--|------------------|----|----|----|----|-----------------------|---|---|---|---|--------------------------|---|---|---|---|
| | 9 | 10 | 11 | 12 | 13 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Level Completed | | | | | | | | | | | | | | | |
| Certificates, Diplomas, Degrees obtained | | | | | | | | | | | | | | | |
| Course of Study Taken | | | | | | | | | | | | | | | |
| List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education | | | | | | | | | | | | | | | |

| PART III WORK HISTORY | |
|--|--------------------------|
| I Present or Last Employer | Address: |
| Type of Business: | Telephone Number: |
| Your Job Title: | Period Employed: |
| Name & Title of Immediate Supervisor: | Your reason for Leaving: |
| Briefly describe your Duties & Responsibilities: | |
| <hr/> <hr/> | |
| II Previous Employer | Address: |
| Type of Business: | Telephone: |
| Your Job Title: | Period Employed: |
| Name & Title of Immediate Supervisor: | Your reason for Leaving: |
| Briefly describe your Duties & Responsibilities: | |
| <hr/> <hr/> | |
| III Previous Employer: | Address: |
| Type of Business: | Telephone Number: |
| Your Job Title: | Period Employed: |
| Name & Title of Immediate Supervisor: | Your reason for Leaving: |
| Briefly describe your Duties & Responsibilities: | |
| <hr/> <hr/> | |
| <p>We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)</p> | |
| <p>1. _____</p> <p>2. _____</p> | |

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date