



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

**OPPORTUNITY DEVELOPMENT COORDINATOR**  
**SIX NATIONS GRAND RIVER**  
**ONTARIO WORKS**  
**(Full Time)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Council up until 4:00 p.m. EST, **Wednesday November 15, 2017** for a full time position with Six Nations Grand River Ontario Works. The Six Nations Council Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications will be accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Under the direction and supervision of the Ontario Works Director the Opportunity Development Coordinator (ODC) shall assist the Ontario Works Director in the performance of statutory, operational and advisory service duties in relation to the Six Nations Ontario Works Department. The ODC shall be responsible for identifying opportunities for client development, including, community work experience placements, and for organizing, scheduling coordinating and monitoring the impact of these developmental opportunities for the clients of the Six Nations Ontario Works within the policies and procedures established by Six Nations Elected Council.

**SALARY:** TBD

**BASIC QUALIFICATIONS:**

- University Degree, a Community College Diploma or a relevant Community College Certificate in Social Work or a related field; with at least one (1) year of appropriate experience.
- Ontario Secondary School Diploma or Equivalent and at least three (3) years' work related experience working with Social Assistance recipients.
- Extensive knowledge of labour market trends;
- Extensive knowledge of community-based program and external agency developmental/training programs;
- Excellent computer skills: proficiency with Microsoft Word, Excel, Publisher and Canva;
- Good Organizational skills;
- Ability to work in stressful situations;
- Willingness to abide by strict confidentiality requirements;
- Must have a valid driver's license and own transportation;

**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 valid driver's license;
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Opportunity Development Coordinator – Full Time**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69  
Ohsweken, Ontario N0A 1M0

**OR**

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.

**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 valid driver's license;
6. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).



**OPPORTUNITY DEVELOPMENT COORDINATOR  
ONTARIO WORKS DEPARTMENT**

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Ontario Works Director

**PURPOSE AND SCOPE OF THE POSITION:**

The Opportunity Development Coordinator (ODC) shall assist the Ontario Works Director in the performance of statutory, operational and advisory service duties in relation to the Six Nations Ontario Works Department.

The ODC shall be responsible for identifying opportunities for client development, including, community work experience placements, and for organizing, scheduling coordinating and monitoring the impact of these developmental opportunities for the clients of the of the Six Nations Ontario Works within the policies and procedures established by the Six Nations Council.

**RESPONSIBILITIES:**

**1. Technical**

- Monitoring staff recording in the Softcare system to identify emerging trends in client developmental requirements and to assess and prepare reports on client outcomes being achieved through access to development opportunities.
- To input daily attendance of workshop participants.
- Consult at least monthly with the OW Director to refine understanding of developmental opportunities currently required in relation to client progress; and to provide feedback on outcomes.
- Maintain a roster of existing developmental opportunities and schedules (workshops, courses, etc.) available in and outside of Six Nations of the Grand River Territory from other Programs and Agencies.
- To inform Case Managers of any concerns with their clients.
- Maintain a roster of available spaces in the community that can accommodate the delivery of developmental opportunities on territory.

- Advocate with other Programs and Agencies for the organizations and delivery of developmental opportunities specifically identified as required by the OW Director.
- Advocate for the creation of relevant Work Experience placements in relation to client developmental needs with public and private employers on and off territory and facilitate/monitor Work Experience projects.
- To arrange facilitators, curriculum development, negotiate fees and evaluations

## **2. Communication Functions**

- Prepare monthly programming news letter
- Communicate and promote the need for specific developmental opportunities, including community placements, for clients of the OW Department to community-based Programs, external Agencies and businesses.
- Communicate the results of monitoring both internally and externally as directed by the Ontario Works Director.
- Provide staff with programming updates at weekly meetings
- Keep the face book page updated with current posters
- Prepare briefing notes for proposals over allowable limit

## **3. Administrative Functions**

- Prepare annual development opportunity work plan and budget; and update the plan as required based on ongoing review of client needs' assessments and outcomes monitoring.
- Produce quarterly developmental opportunity outputs and client outcomes reports from the information system.
- Report the availability of developmental opportunities, including place, times and transportation requirements to the Director on a timely basis.
- Maintain resource library and materials
- Submit and present monthly reports to the Director
- Plan and coordinate staff professional development training/workshops including cost projections
- Monitor budget for employment activities

## **4. Other Functions**

- Any other related duties as assigned by the Ontario Works Director.

## **WORKING CONDITIONS:**

The work involves mental stress resulting from interaction with other Programs and Agencies and Employers who may not be cooperative with respect to the needs of and barriers faced by social assistance recipients; and, on occasion, with clients who may be hostile and/or irate and subject to interruptions and deadlines. Must possess ability to take direction, prioritise, work independently cope with many demands and time restraints.

## **WORKING RELATIONSHIPS:**

### With the Ontario Works Director

Receives direction and guidance. Discuss plans, priorities or interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

### With other Directors and Managers

Provides information and assistance. Works in a cooperative and courteous manner.

### With the Community

Represents and promotes the Six Nations Council and the Ontario Works Department in a courteous, cooperative and professional manner.

## **KNOWLEDGE & SKILLS:**

### Minimum Qualifications

University Degree, a Community College Diploma or a relevant Community College Certificate in Social Work or a related field; with at least one (1) year of appropriate experience. Must have a valid driver's license and own transportation.

### **OR:**

Ontario Secondary School Diploma or equivalent and at least three (3) years work related experience working with Social Assistance recipients.

Must have a valid driver's license and own transportation.

### Other Preferred Qualifications

- Extensive knowledge of labour market trends.
- Extensive knowledge of community-based Program and external Agency developmental/training programs
- Ability to take direction and instruction and receive training as identified by the Ontario Works Director.
- Initiative and ability to work independently.
- Tactful and able to maintain confidentiality.
- Good organizational skills.
- Good communication skills.
- Excellent computer skills: proficiency with Microsoft Word, Excel, Publisher and Canva
- Ability to work in stress related situations.
- Must pass reliability/security check.

### **IMPACT OF ERROR:**

Errors in carrying out duties could result in loss of credibility or legal/financial liability to Six Nations Council or Loss of Program Funding; errors in conduct could result in poor public relations; errors in duties could result in harm or injury to employees and the public; errors could result in embarrassment to the Six Nations Council, community and administration; loss of public confidence and unnecessary conflict leading to lack of trust.

### **CONTROL:**

Guiding principles set by the Ontario Works Department and Six Nations Council. Must work within the policies and procedures established by the Six Nations Council.



**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
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
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					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
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					

**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**

<b>I Present or Last Employer</b>	<b>Address:</b>
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities: _____ _____	
<b>II Previous Employer</b>	<b>Address:</b>
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities: _____ _____	
<b>III Previous Employer:</b>	<b>Address:</b>
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities: _____ _____	
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)	
1. _____	
2. _____	

**\*\*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