



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

YOUTH LIFE PROMOTIONS COORDINATOR/ PROGRAM DEVELOPER
ADMINISTRATION, SOCIAL SERVICES
(Full Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, on **Wednesday December 13, 2017** for the full time Youth Life Promotions Coordinator/ Program Developer with the Social Services Department. The Six Nations Elected 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 the Youth Life Promotions Supervisor the Youth Life Promotions Coordinator/ Program Developer shall assist the Supervisor with the development of a network or programs and services that can enhance the Youth Life Promotions Program; maintain the network of resources; coordinate and monitor workshops and camps and arrange guest facilitators for culturally specific skills within policies and procedures established by Six Nations Elected Council.

SALARY: To Be Determined

BASIC QUALIFICATIONS:

- Minimum College Diploma in Social Work OR Social Services Worker Diploma and two (2) years' experience working with Native Children and families particularly crisis focused counselling;
- Native in preference to other applicants;
- Ontario Class "G" Driver's License and own vehicle with valid insurance;
- Mediation/ Conflict Resolution training considered an asset;
- Certificate in the area of counselling, group dynamics and/or crisis counselling considered an asset.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Elected 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. Place all documents listed above in a sealed envelope and mail to or drop off at:

Youth Life Promotions Coordinator/ Program Developer– Full-Time
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Elected 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. Scan and email all documents listed above to recruitment@sixnations.ca.

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.



**Six Nations of the Grand River
Social Services**

P.O. Box 5001

Ohswéken, ON

N0A 1M0

(519) 445-2071

Administration Office

Fax: (519) 445-1783

**YOUTH LIFE PROMOTIONS COORDINATOR/PROGRAM
DEVELOPER**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Youth Life Promotions Supervisor .

PURPOSE AND SCOPE OF THE POSITION:

The Youth Life Promotions Coordinator/Program Developer will assist the Supervisor with the development of a network of programs and services that can enhance the YLP program. This position will maintain the network of resources, coordinate and monitor workshops and camps (land based activities) as needed; as well as arranging guest facilitators for culturally specific skills as required;

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- Primary contact for the Youth Life Promotions program;
- Assis the Youth Life Promotions Supervisor and Kanikonriio Advisors with the development of the Youth Life Promotions program, curriculum, services, training, scheduling and network of resources;
- Assist with the development and maintenance of a resources relevant to Youth Life Promotions and crisis supports and services;
- Maintain a catalogue of all equipment acquired, establish a system for loan, and monitor the upkeep of equipment;
- Assist the Youth Life Promotions Supervisor with the preparation of budgets, work plans and program plans.

2. ADMINISTRATIVE

- Answer, screen, direct inbound phone calls;
- Receive and direct visitors and clients;
- Handle requests for information and data;
- Resolve administrative problems and inquires
- Photocopying, faxing, and mailing.
- Unit support for time and attendance summaries

3. COMMUNICATIONS AND LIAISON

- Develop and maintain community contacts to assist with the development and delivery of the Youth Life Promotions services;
- Assist with the development of the Youth Life Promotions curriculum;
- Schedule and coordinate meetings, appointments, travel arrangements, and events for the unit;
- Assist with the organization and monitoring of afterschool programs and camps;
- Prepare agendas for meetings and schedule;
- Deliver workshops and seminars and attend/participate in community events when required.
- Work respectfully and effectively with children, family and other community members;

4. OTHER RELATED DUTIES

Any duties as assigned by the Supervisor, Wa'katshenoni' Youth Life Promotion Supervisor which includes, but is not limited to, participation in the Tragic Events Response Team, Six Nations Community Emergency Measures Plan and participation in Crisis Services.

WORKING CONDITIONS:

- Work involves consultation with various service providers ie. CAS, Police and Schools.
- Works involve external contact with referring agencies.
- Work involves direct client contact with some risk due to predisposition of some clients.
- Work will require travel in the community as required using own transportation, possibly some air travel.
- Work will involve flexible hours and various locations of contact.

WORKING RELATIONSHIPS:

- The Youth Life Promotions Supervisor – receives direction, guidance, and discusses plans, priorities, or interacts to ensure tasks are done efficiently and effectively; receives instruction, supervision;
- Other staff/other Six Nations agencies – with courtesy, cooperation and teamwork;
- With the public/clients – represents and promotes the Six Nations Social Services in a courteous, positive and cooperative manner; provides information and assistance;
- External agencies – represents and promotes Six Nations interests related to youth life promotions as approved ; maintains awareness of legislation, policy and program changes; seeks to develop sound professional working relationships.
- Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

KNOWLEDGE AND SKILLS

Minimum Qualifications

- Will have a minimum of College Diploma in Social Work or Social Services Worker Diploma and 2 years' experience working with Native children and families particularly crisis focused counselling;
- Will be Native in preference to other applicants;
- Will have an Ontario Class "G" Driver's license and own vehicle with valid insurance;
- Must pass a criminal record check and vulnerable sector check
- Mediation/Conflict resolution training considered an asset;
- Certificate in the area of counselling, group dynamics, and/or crisis counselling will be considered an asset.

Other Preferred Qualifications

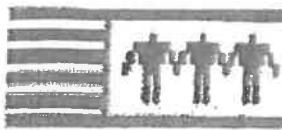
- Will be familiar with relevant legislation, regulations and guidelines;
- Will be knowledgeable about Haudenosaunee Culture and the contemporary characteristics of and social issues within the Six Nation's social structure;
- Will be familiar with the range of methods and techniques utilized in intervening in crisis situations.
- Will be familiar with traditional approaches to helping;
- Will be knowledgeable in crisis intervention techniques;
- Will be familiar with other community services and external services for referral purposes.

IMPACT OF ERROR:

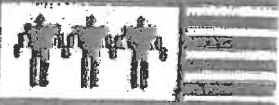
Errors in judgement and in the conduct of duties could lead to jeopardizing of program funding, loss of credibility, poor public relations, public confusion, serious impacts on clients and legal liability to self and to Six Nations Council.

CONTROL:

In addition to adhering to Six Nations of the Grand River personnel policies, Six Nations of the Grand River Social Services values, principles and mission statement and Six Nations of the Grand River Child and Family Services policies, also must comply with any legislation, directives, standards and procedures, issued by the relevant government ministries.



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 | | |

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.

| | | | |
|---|--|--|--|
| Do you have specific needs to be accommodated? If so, in what manner? | Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you had WHMIS Training? <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.
 Yes No

Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes No

Do you wish to work Full-Time Part-Time 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? Yes 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

| | |
|---|--------------------------|
| 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: | |
| | |
| | |
| 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: | |
| | |
| | |
| 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: | |
| | |
| | |
| 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