



SIX NATIONS COUNCIL



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

YOUTH IN TRANSITION WORKER
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 in Transition Worker 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 Director of Social Services or Designate the Youth in Transition Worker shall function as an outreach worker and as a link for Six Nations and other First Nation or self-identified Aboriginal Youth aging out of care and assist Aboriginal youth ages 16-24 in developing plans of care for their exit from foster care, kin in/out of care or customary care within policies and procedures established by Six Nations Elected Council.

SALARY: To Be Determined

BASIC QUALIFICATIONS:

- College diploma in Social Work OR Child and Youth Worker OR Related Discipline with two (2) years of related experience working with youth;
- Strong interpersonal, verbal and written communication skills;
- Good knowledge of the Six Nations Community;
- Native is preferred; specifically a residing Six Nations band member;
- Willingness to maintain ongoing professional competency;
- Understand the importance of confidentiality and the ability to work with tact and discretion;
- Must have a vehicle and a Class "G" driver's license.

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 in Transition Worker – 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

POSITION DESCRIPTION
SOCIAL SERVICES DEPARTMENT

POSITION TITLE: Youth in Transition Worker

REPORTING RELATIONSHIP:

Reports to and receives direct supervision from the Director of Social Services or Designate, Six Nations Council.

PURPOSE AND SCOPE OF THE POSITION:

The Youth in Transition Worker (YITW) will function as an outreach worker and as a link for Six Nations and other First Nation or self identifies Aboriginal Youth aging out of the care of the Children's Aid Society into adulthood. The YITW will assist Aboriginal youth ages 16- 24 as the main target group in developing plans of care for their exit from foster care, kin in/out of care or customary care. The program will be implemented in the Six Nations Community and engage with community partners within the Six Nations Community and neighboring communities to assist with youth in transition to adulthood.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- To assist in the youth in developing their Plan of care and transition from youth to adult services;
- Utilize Aboriginal Alternate Dispute Resolution or mediation as needed;
- Develop an annual program evaluation.
- Observe and report pertinent data/statistics related to the programming, to the immediate supervisor on a regular basis or as necessary.
- Fundamental knowledge of the related legislation and programs to assist youth in transitioning out of care.
- Familiar with and demonstrates the program description and service objectives of the funding agreement and eligibility requirements of the youth .

2. ADMINISTRATIVE

- To assist in developing all record keeping mechanisms and documentation procedures, including any necessary forms and reports.
- To assist in maintaining the program budget.

- Maintain confidentiality of information regarding the client, family, and community members involved with the program.

- Ensure the safety of the client and their family is maintained by carrying out duties according to Health and Safety Standards for clients, client's families, other staff, and themselves.

- Cooperates with First Nations Band Representatives in the development of client plan of care;

- Works with other service providers to assist in achieving the client's goals.

3. COMMUNICATIONS AND LIAISON

- To assist in developing, promoting and implementing the Youth in Transition Worker Program to the target group within the community.

- Provide outreach support to the youth in transition by guiding and mentoring;
- Communicate relevant information with the Children's Aid Societies;

- Wear identification badge.

- Develop and link with agencies related to but not limited to housing, employment, education, financial literacy and other community agencies.

4. OTHER RELATED DUTIES:

Perform other job related duties as may reasonably be required by the supervisor or designate and participates with the Six Nations Community Emergency plan.

WORKING CONDITIONS:

Work has a high profile, extensive public contact and is subject to deadlines and interruptions.

Work may at times be subject to unscheduled hours and out of office meetings.

WORKING RELATIONSHIPS:

With the Director of Social Services

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Manager of Child and Family Services

Receives direction, guidance and discusses plans, priorities or interacts to insure tasks are done efficiently and effectively. Receives instruction and supervision.

With Other Staff

Maintains courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to Social Services; maintains awareness of legislative policy and program changes; seeks to develop collaborative professional working relationships.

With the Public

Represents and promotes Six Nations Social Services in a courteous, co-operative, and positive manner, provides information and assistance.

STATEMENT OF QUALIFICATIONS:

- College diploma in Social Work or Child and Youth Worker or related discipline with 2 years of related experience working with youth.
- Strong interpersonal, verbal and written communication skills
- Good knowledge of the Six Nations Community
- Native is preferred; specifically a residing Six Nations band member
- Willingness to maintain ongoing professional competency
- Understand the importance of confidentiality and the ability to work with tact and discretion.
- Must have a vehicle and a Class G driver's license
- Good knowledge of the Six Nations Community and sensitive to Six Nations culture.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Social Services, Six Nations Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Social Services Department and Six Nations Council. Works within the administrative policies and procedures established by the Six Nations Council for the Social Services Department and other legislation provided by the respective government.



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		
<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>					
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. <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

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:	
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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:	
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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:	
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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