



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**KANIKONRIIO ADVISOR – Full Time
ADMINISTRATION, SOCIAL SERVICES**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, on **Wednesday January 24, 2018** for full time Kanikonriio Advisors 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 Kanikonriio Advisors are responsible for providing a range of direct and indirect service to children and youth experiencing mental health and addiction related difficulties; assess and develop individual service plans; assist in the development and delivery of programs and services and maintain a culturally relevant program within policies and procedures established by Six Nations Elected Council.

SALARY: To Be Determined

BASIC QUALIFICATIONS:

- Minimum College Diploma in Social Work and three (3) years' experience working with Native Children and families particularly crisis focused or counselling **OR**;
- Minimum College Diploma as Developmental Services Worker and three (3) years' experience working with Native children and families particularly mental health and addictions;
- 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, mental health and addictions 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:

Kanikonriio Advisor - 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 Administration

P.O. Box 5001

Ohswéken, ON

N0A 1M0

(519) 445-2071

Administration Office

Fax: (519) 445-1783

KANIKONRIIO ADVISOR

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Youth Life Promotions Supervisor, Six Nations Social Services, Six Nations Council.

PURPOSE AND SCOPE OF THE POSITION:

The Kanikonriio Advisor is responsible for providing a range of direct and indirect service to children and youth experiencing mental health and addiction related difficulties; to assess and develop individual service plans; assist in the development and delivery of programs and services and maintain a culturally relevant program.

The Kanikonriio Advisor is to provide coverage and response, to children and their families, in crisis/intense situations on an as needed basis. The Advisors will build relationships with each school on Six Nations and Secondary Schools in the surrounding area that service Six Nations Students.

1. TECHNICAL

- Provides initial response to individuals and families in crisis/intense situations in a flexible and responsive manner;
- Provides immediate support, rapid stabilization and relief of symptoms to support early identification and intervention of mental health and addiction difficulties;
- Provides follow-up support until the client is linked to the appropriate service when necessary.
- Assists adults, children and families in the development of safety/crisis plans to reduce the risk of continued or future crisis and education on suicide prevention.
- Assesses the need for emergency medical/psychiatric services and act accordingly.
- Assists in the development, delivery, organization and evaluation of community information and support sessions and workshops.
- Deliver afterschool, summer camps and other in school programming such as Roots of Empathy, Stop Now And Plan, before and after school supports.

2. ADMINISTRATIVE

- Maintains records, collects and organize statistics/data in accordance with the funding criteria.
- Participates in and contributes to unit staff meetings respecting unit problem solving evaluation, goal and objectives setting and work planning.

- Assists with the establishment of operational service criteria and delivery of protocols.
- Maintains daily/activity/contact logs.
- Participates in the development and modification of service plans based on the results of the assessment.

3. COMMUNICATIONS & LIAISON

- Ability to prioritize children and youth based on need and challenges that affect overall functioning and success;
- Develop a communication strategy with outlying medical facilities and/or local emergency response personnel;
- Develop an on-going communication strategy with the education system;
- Works cooperatively with internal as well as external staff and families in the development of initial plans of care;
- Liaises with other service providers as appropriate;
- Updates the information system as service provision takes place;
- Works in collaboration with community agencies to monitor crisis/intense situations;
- Contacts proper authorities as needed/required;
- Arranging for such professional assessments as are deemed appropriate to gaining a full understanding of client/case needs; and by
- Updating the case information system as required.

4. OTHER RELATED DUTIES:

Any other related duties as assigned by the Supervisor of Youth Life Promotions 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.
- Work involves external contact with referring agencies and training.
- 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 after school, evening hours and various locations of contact.

WORKING RELATIONSHIPS:

The Supervisor, Youth Life Promotions– 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 Program in a courteous, positive, and cooperative manner; provides information and assistance;

External agencies – represents and promotes Six Nations interests related to Child and Family Services program; 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

The successful applicant(s):

- Will have a minimum of a College Diploma in Social Work and 3 years experience working with Native children and families particularly crisis focussed or counselling;
- Or Will have a minimum of a College Diploma as Developmental Services Worker and 3 years experience working with Native children and families particularly mental health and addictions;
- Will be Native in preference to other applicants;
- Will have an Ontario class “G” drivers license and own vehicle with valid insurance;
- Must pass a criminal record check
- Certificate in the area of counselling, mental health and addictions, 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 an social issues within the Six Nations’ 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.

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 must comply with any legislation, directives, standards and procedures, issued by the relevant government ministries.



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. <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:	

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