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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

UNIT ASSISTANT
OGWADENI:DEO, SOCIAL SERVICES
(Full Time or Full Time Trainee)

Applications will be received by Grand River Employment & Training (GREAT) up until 4:00 p.m., **Wednesday, January 24, 2018**, for a full-time and/or trainee Unit Assistant with Ogwadeni:deo, Social Services, Six Nations Elected Council. Employment Application Forms and Job Descriptions are available on the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction of the Support Team Leader, the Unit Assistant has the responsibility for the provision of administrative and clerical support within the policies and procedures established by Six Nations Elected Council.

TRAINEE PURPOSE: The Unit Assistant Trainee will be trained to carry out the Unit Assistant duties and responsibilities. The trainee will be responsible for gaining the required experience and knowledge to become the Unit Assistant.

SALARY: To be Determined

BASIC QUALIFICATIONS:

- Post-Secondary degree or diploma in Business Administration and two (2) years' experience **OR**;
- Office Management with accompanied three (3) year work experience in a progressive office setting in particular with Child Welfare **OR**;
- Certificate in Business Administration/Office Administration plus five (5) years of related work experience in a progressive office setting in particular Child Welfare;
- Preference to experience in Foster Care Licensing Reviews, Crown Ward Reviews and Family Service File Audits;
- Must be able to type a minimum of 50 wpm and have proficient oral and written communication skills;
- Required to be the principal driver of a vehicle for use on Pre-Designation/ Designation business.

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. Place all documents listed above in a sealed envelope and mail to or drop off at:

Unit Assistant – 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 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



Unit Assistant

REPORTING RELATIONSHIP

The Unit Assistant (i.e. Support Staff) reports to the Alternative Care Team Leader and adhere to the guiding values of the Code of Practice.

PURPOSE AND SCOPE OF THE POSITIONS

The Unit Assistant has responsibility for the provision of administration and clerical support.

Guiding Values for our Code of Practice

- Adenidaohsra'/Onkwa'tenniten:ro (Compassion and Kindness)
- Dedwadadrihwanohkwa:k/Onkwatennitenrosera (Respecting one another)
- Degayenawa'ko:ngye/Tetewaterihwakwenyenhsthak (Working together)
- Dewagagenawako:ngye'/Tetewayenwakontye (Assisting one another)
- Esadatgehs/Enhsatatkenhse (Self-reflection on actions taken)
- Gaihwadahgoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronhsera (Encouragement)
- Gasasdenhsra/Ka'shatstenhsera (Strength/supportive to one another)
- Drihwawaihsyo/Ka'nikonhratoken (Honest and moral conduct)
- Oihwadogehsra'/Yorihwato:ken (Being truthful and consistent)
- Sgeno/Sken:nen (Peaceful thoughts and Actions)

RESPONSIBILITIES AND SUPPORT TO ONGWEHONWEH FAMILIES, CHILDREN AN YOUTH

- Administrative Assistant maintains the reception areas in good order
- Responds to and directs all in-person inquiries and telephone calls to the proper person
- Maintains the team meeting schedules for the Team Supervisors and Service Staff
- Schedules and maintains the Coverage Calendar, vacation Schedule and office schedule for the team
- Types, photocopies and faxes or emails letters, memoranda, reports and other documents as requested
- Uses desktop publishing software to draft information flyers/newsletters, etc.; and, upon approval, distributes as directed
- Collects, sorts, logs, makes copies and directs incoming mail and faxes, signs for courier deliveries and logs, posts or couriers outgoing mail
- Prepares files for all new opening cases, performs record checks, open case shells for all new cases in the information system
- Logs file numbers and retrieving files from the vault
- Ensures confidentiality of all cases open.

OGWADENI:DEO THE AGENCY

- Files documents for client activity/volunteer
- Makes travel and accommodation arrangements as requested
- Assists with ordering office supplies as needed
- Takes minutes of team meetings
- Locates records on all respond cases
- Prepare recruitment packages for the prospect applicants



- Assists in family file audits, preparation of Foster Licencing review application and alternative care file audits
- Assists in Customary Care Declaration to ensure all standards have been met
- Assist with the preparation of any statistical documentation required for QA/CQI

HONEST AND MORAL CONDUCT

- Any financial matters shall adhere to financial policies
- Assists with the maintenance of the inventory of office supplies, resource sheets
- Assist with the preparation of team expenditures in compliance in the finance policy

BEING TRUTHFUL AND CONSISTENT

- Receives visitors and answers incoming calls in a friendly, courteous manner and directs enquiries and reports to the appropriate staff

ASSISTING ONE ANOTHER

- Performs other duties as assigned from time to time by the Team Leader

WORKING CONDITIONS

This position can involve considerable mental and emotional stress, involving the interacting directly with community or families experiencing highly sensitive issues and involving accountability for the expenditure of significant financial resources. This position is subject to an environment that may involve physically dangerous situations.

STRENGTH/SUPPORTIVE TO ONE ANOTHER

With the Ogowadeni:deo Alternative Care Team Leader:

Takes direction from and works closely with the Team Leader on a day-to-day basis in supporting the Team Leader in fulfilling his/her obligations to the Director, Commission, the Six Nations Community and families residing in the negotiated geographical jurisdiction.

With Other Ogowadeni:deo Managers, Supervisors and staff:

Provides information and assistance, and works in a cooperative and courteous manner in support of the Ogowadeni:deo in ensuring mutually-served clients receive the best possible, coordinated service.

With The Community:

Acts as a role model and represents and promotes the Ogowadeni:deo Program in a courteous, cooperative and professional manner.

With the Ministry of Child and Youth Services (MCYS)

Acts in a respectful and courteous manner in all communications with the Ministry to ensure compliance of Standards, particularly foster care licensing review, crown ward file review, cyclical reviews, inquests and serious occurrence reporting.

SELF-REFLECTING ON ACTIONS TAKEN

Errors in carrying out the responsibilities of the position could result in:

- Loss of credibility, trust and public confidence in the Ogowadeni:deo Program
- Harm or injury to employees or children/youth and their families
- Legal and/or financial liabilities
- Loss of protection designation and program funding



TAKING RESPONSIBILITY

Take proud ownership for timelines and efficiency of assigned tasks & completion of work Works, as directed, within the parameters set out in the Ogwadeni:deo policies and procedures, and the parameters set out in such provincial legislation/regulations/policy guidelines as have been agreed to by the Ogwadeni:deo Community Commission.

QUALIFICATIONS

Basic/Mandatory Requirements

- Must have a Post- Secondary Degree or Diploma in Business Administration plus 2 year experience or
- Office Management with combined 3 year work experience in a progressive office setting in particular Child Welfare or
- a certificate in Business Administration/Office Administration plus 5 years of related work experience in a progressive office setting in particular Child Welfare
- Preference to experience in Foster Care Licensing Reviews, Crown Ward Reviews
- Must have accurate typing min 50 wpm and proficiency in oral and written communication skills
- Must possess a valid Ontario class "G" driver's license
- Requires to be the principal driver of a vehicle for use on Pre-Designation/Designation business
- Must submit a favourable criminal reference check and vulnerable sector screening
- Will be Ogwe:howeh in preference to other applicants
- Must be willing to work flexible hours in accordance to working environment

Knowledge Requirements

- Must have working knowledge of a multi-line phone system
- Must have working knowledge of the use of office machines: fax, photocopier, shredder, etc.
- Must have a solid background in basic computer use, with specific knowledge of Microsoft Word/Excel/Power Point, case management software and desktop publishing software, email, and internet use for booking travel, courier service and purchasing supplies
- Must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines
- Must be knowledgeable respecting Six Nations' cultures and of the cultures of families of other Ogwe:howeh who reside in the negotiated service delivery area

Ability Requirements

- Must have the ability to work cooperatively with other staff and management
- Must have the ability to relate effectively to community members
- Must have excellent interpersonal skills
- Must have strong conflict resolution and problem solving skills
- Must have the ability to work with minimal direction

DISCLAIMER

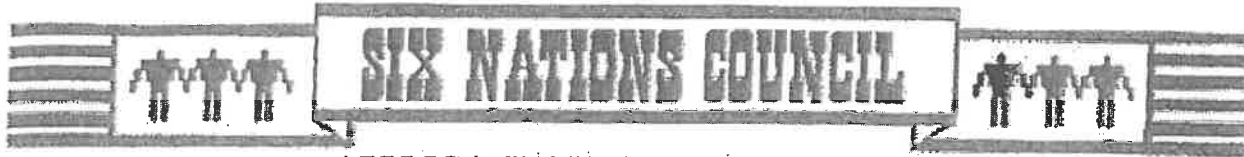
This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ogwadeni:deo reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Date _____ Signature of Employee _____

Ogwadeni:deo is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ogwadeni:deo Code of Practice.



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 | |
|---|--------------------------|
| 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