



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**AFTER HOURS SUPPORT TEAM MEMBER**  
**OGWADENI:DEO, SOCIAL SERVICES**  
**(Full Time or Full Time Trainee (On Call – Hours Variable))**

Applications will be received by Grand River Employment & Training (GREAT) up until 4:00 p.m., Wednesday, **February 14, 2018**, for fulltime and/or trainee on call After Hours Support Team Members, Ogwadeni:deo, Social Services, Six Nations Elected Council. Employment Application Forms and Job Descriptions are available on the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Under the direction of the After Hours Support Team Member, the After Hours Support Team Member will respond to and document all telephone calls to the organization outside of regular working hours within the policies and procedures established by Six Nations Elected Council.

**TRAINEE PURPOSE:** The After Hours Support Team Member Trainee will be trained to carry out the After Hours Support Team Member duties and responsibilities. The trainee will be responsible for gaining the required experience and knowledge to become the After Hours Support Team Member.

The After Hours Emergency Service will provide immediate intervention in those situations where a child is determined to be in need of protection services and whose safety without intervention cannot be reasonably assured until the next regular working day. The After Hours Emergency Service will not provide the same range of service and response that is available during regular working hours. In those situations where immediate intervention is required, Child Protection Standards will be applied.

**SALARY:** To be Determined

**BASIC QUALIFICATIONS:**

- Must have a Bachelor of Social Work (BSW) from a recognized school of Social Work; **OR**
- An Undergraduate Degree in another Social Science Field and be willing to work towards a BSW; **OR**
- Must have a Social Work Certificate/Diploma in combination with over five (5) years of frontline experience in Child Protection/Child and Family Services and be willing to upgrade educational credentials or already enrolled in a recognized BSW program;
- Must have a minimum of two (2) years practical experience in the field of child and family services;
- Must have a valid "G" driver's license;
- Must have access to high speed internet at home office;
- Must be available to answer service at all times during their shift either through pager, telephone or cell phone;
- Required to remain within the vicinity of Six Nations/Brant County during their shift in order to provide timely response to any situations determined to require emergency response;
- Please see job description for more qualifications.

**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:

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.

**After Hours Support Team Member – 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](mailto:recruitment@sixnations.ca).

# **AFTER HOURS SUPPORT TEAM MEMBER**

## **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)
- Gaihwaedahgoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronhsera (Encouragement)
- Gasasdenhsra/Ka'shatstehsera (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)

## **REPORTING RELATIONSHIP**

The After Hours Support Team Member reports to and works under the direction of the After Hours Support Team Leader and adhere to the guiding values of the Code of Practice.

## **PURPOSE AND SCOPE OF THE POSITION**

The After Hours Emergency Service for Ogwadeni:deo will respond to and document all telephone calls to the organization outside of regular working hours.

The After Hours Emergency Service will provide immediate intervention in those situations where a child is determined to be in need of protection services and whose safety without intervention cannot be reasonably assured until the next regular working day. The After Hours Emergency Service will not provide the same range of service and response as that is available during regular working hours. In those situations where immediate intervention is required, Child Protection Standards will be applied.

The Answering Service will complete an initial screening of each telephone call and then notify the After Hours Support Team Member of each call.

The After Hours Support Team Member will be responsible for ensuring that child protection services are delivered in accordance with the Child Family Services Act (CFSA), Ontario Child Protection Standards and Ministry of Children and Youth Services (MCYS) Child in Care Standards, as well as with the policies, procedures, vision, mission and values of the Ogwadeni:deo program. The After Hours Support Team Member will be responsible for managing client complaints in compliance with the complaint review process as outlined in the Ogwadeni:deo Policies and Procedures and the Child Family Services Act (CFSA).

The After Hours Support Team Member may be responsible, as assigned by the After Hours Support Team Leader for any of the following: initial intake, response to reports that a child/youth may be in need of protection, interventions with families in crisis to ensure the safety of children/youth, providing support to individuals and families found eligible for Ogwadeni:deo services, supporting those families whose children/youth are admitted to or taken into alternative care, providing support to children/youth admitted into alternative care, facilitating permanency care arrangements when appropriate, and for the performance of other related duties as determined by the After Hours Support Team Leader.

## **RESPONSIBILITIES AND SUPPORT TO ONGWEHONWEH FAMILIES, CHILDREN AND YOUTH**

- Respond to situation where children are in need of protection services within Ogwadani:deo jurisdiction
- Conduct investigative interviews with children, caregivers and collateral contacts as needed to determine whether the reported protection concerns are verified as well as complete a Safety assessment and Plan for the child(ren)
- Maintain contact with the After Hours Support Team Leader during the course of the child protection investigation as required for consultation and decision making regarding safety planning for the child(ren) until regular office hours resume
- Be required to work closely with Police in the completion of investigations where the child protection concerns identified may indicate a violation of the Criminal Code or where the assistance of the Police is required
- Responds to reports of the disappearance of a child in alternative care
- Be required to attend the hospital to sign medical consents for treatment upon the admission of a child who is in the care of Ogwadani:deo
- Provides support to families, children and youth by determining eligibility for services utilizing the Eligibility Spectrum and by gathering and critically analyzing detailed information about the incident or condition that precipitated a referral. (Where eligibility for services may not exist, provide community linkages to services families, children and youth may be eligible for)
- Assesses the safety, preservation and protection of all eligible allegations involving child maltreatment and abuse in accordance with all applicable standards, legislation, protocols and collaboration agreements
- When required, identifies a 'place of safety' (in consultation with the family, and extended family/dian members whenever required) removes the child/youth from their current home to that place of safety
- Maintains accurate client records, documentation, in accordance with Ogwadani:deo and Ministry Standards including case notes, plans of service, plans of cares, social histories and other required documentation

## **HONEST AND MORAL CONDUCT**

- Any financial matters shall adhere to financial policies
- Participates in the development of the annual staff training/professional development plan based on the results of staff evaluations
- Identifies Team support and programming requirements to fulfil service plan obligations

## **BEING TRUTHFUL AND CONSISTENT**

- Maintains regular communications with other community-based and external service providers pertinent to sharing general information, sharing ideas about effective protective interventions and service delivery and encouraging maximum coordination of program services as per the relevant collaboration agreements and protocols
- Participates as requested in public forums, including the media, to communicate the responsibilities and practices of the Ogwadani:deo Program and to develop and maintain public support and engagement

## **ASSISTING ONE ANOTHER**

Ensures the effective implementation of other duties as determined by The After Hours Support Team Leader including the provision of:

- Assists with the process of monitoring the adequacy of existing policies, procedures and standards and of the organization structure, and developing recommended revisions where required
- Assists with the process of identifying and substantiating evolving needs of children, youth and their families and the design of services required to address changing needs
- Assists with the preparation of monthly, quarterly and annual services reporting as directed
- Completes time sheets and administrative documents as required by Ogwadeni:deo for payroll, accounting and statistical purposes to the After Hours Support Team Leader at the completion of their rotation in the schedule.

## **WORKING CONDITIONS**

This position, given that the primary responsibility is to ensure the safety of children/youth who are alleged to be and may be found to be need of protection and interacting with families in relation to sensitive issues can involve considerable mental and emotional stress, especially where the staff are involved in traumatic situations. It can also involve physically dangerous situations. Flexible hours are a requirement for this position.

## **STRENGTH/SUPPORTIVE TO ONE ANOTHER**

With the After Hours Support Team Leader

Takes direction from and works closely with the After Hours Support Team Leader on a day-to-day basis in exercising the responsibilities of the team within the negotiated jurisdiction.

With Other Ogwadeni:deo staff

Provides information and assistance, and works in a cooperative and courteous manner in support of the After Hours Support Team Leader, the Manager of Services and the Director in ensuring mutually-served clients receive the best possible and appropriate, coordinated service.

With the Community

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

With the Ministry of MCYS

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

## **SELF REFLECTION ON ACTIONS TAKEN**

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

- Loss of credibility, trust and public confidence in Ogwadeni:deo,
- 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**

As an After Hours Support Team Member, acts as directed within the requirements of Ogwadeni:deo policies, procedures, standards and code of practice approved by the Ogwadeni:deo Commission.

To ensure your wellness plan has been developed to ensure you are able to meet the demanding needs of the work environment through your own self-care.

To ensure you participate in all required training provided to you through the agency inclusive of Cultural Diversity requirements.

## **QUALIFICATIONS**

### **Basic/Mandatory Requirements**

The successful applicant:

- Must have a BSW from a recognized school of Social Work; or an undergraduate degree in another Social Science field and a willingness to work towards a BSW or
- Must have a Social Work Certificate/Diploma in combination with over 5 years of frontline experience in Child Protection/Child and Family Services and be willing to upgrade educational credentials or already enrolled in a recognized BSW program
- Must have a minimum of 2 years practical experience in the field of child and family services
- Must possess a valid Ontario class "G" driver's license
- required 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
- Must be willing to work flexible hours
- Must have access to high speed internet at home office
- Must be available to the answering service at all times during their shift either through pager, telephone or cell phone
- Will be required to remain within the vicinity of Six Nations/Brant County during their shift in order to provide timely response to any situations determines to require emergency response.
- Will be Ongwehonwen in preference to other applicants

### **Knowledge Requirements**

The successful applicant:

- Must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines
- Must be knowledgeable about the cultures and the significant characteristics of the social structure of Six Nations
- Must be thoroughly familiar with alternative care home policies and procedures
- Must have extensive knowledge of the range of methods and techniques involved in both traditional approaches to helping as well as contemporary social service work strategies

### **Ability Requirements**

The successful applicant(s) will demonstrate ability to:

- Use basic computer software (e.g. Word, Excel, Case Management Data Bases).
- Excellent organizational and planning skills
- Excellent analytical, assessment and critical judgement skills
- Excellent interpersonal and communication skills ( written and oral)
- Demonstrates ability to gather, integrate and interpret complex information.
- Strong negotiation, facilitation skills

**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.

---

Signature of Employee

---

Date

*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.*

DRAFT





**APPLICATION FOR EMPLOYMENT**  
With the Six Nations Council

**PART I GENERAL INFORMATION**

<b>Application for: (Job Title)</b>			<b>Closing Date:</b>		
<b>Name of Applicant:</b>	<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Band &amp; Number(if applicable)</b>	
<b>Mailing Address (R.R.#, Blue # &amp; Address)</b>			<b>Home Phone.</b>	<b>Alternate Phone No.</b>	
<b>City or Town or Village</b>	<b>Province</b>	<b>Postal Code</b>		<b>Email Address</b>	
<p><i>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.</i></p>					
<b>Do you have specific needs to be accommodated? If so, in what manner?</b>	<b>Do you have the valid required license(s)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you have a valid First Aid/CPR Certificate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Have you had WHMIS Training?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If you have previously worked for Six Nations Council, please answer the following:</b> Length of time worked _____ Months _____ Year(s)    Dates Employed: _____ Reason for Leaving _____					
<b>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Have you ever been convicted of a criminal offence for which a pardon has not been granted?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Do you wish to work</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
<b>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?</b> <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															



<b>PART III WORK HISTORY</b>	
<b>I Present or Last Employer</b>	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: _____ _____	
<b>II Previous Employer</b>	Address:
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>	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