



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

INDIGENOUS SOCIAL WORKER/TRAUMA COUNSELLOR
JUSTICE PROGRAM, CENTRAL ADMINISTRATION
(Contract)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday February 14, 2018**, for a contract Indigenous Social Worker / Trauma Counsellor with the Justice Program, Central Administration. 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 now be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Justice Director the Indigenous Social Worker / Trauma Counsellor (ISW/TC) is responsible for providing service delivery to victims of crime and tragedy in the Indigenous communities of Brantford, Six Nations, Hamilton and Cayuga; providing counselling to individuals experiencing trauma from a tragedy such as physical and sexual assault, car accident, house fires, homicide, or a sudden death of a loved one and will work with the other Indigenous justice staff to help ensure that wrap around services, referrals and supports for indigenous victims are provided. The ISW/TC will provide short-term and long term trauma counselling and will make appropriate referrals to community counselling agencies when appropriate and work within the policies and procedures established by Six Nations Elected Council.

SALARY: To be determined

BASIC QUALIFICATIONS:

- Must have a Bachelor's degree in social work, sociology, psychology, education with counselling background **OR**;
- A two (2) year social services worker diploma with three (3) to five (5) years' continuance experience in the human services field;
- Minimum three (3) years' experience working with indigenous organizations or within First Nations communities;
- Must have experience in community counselling or trauma counselling experience;
- Has excellent report writing skills;
- High level of computer skills: Microsoft Word, Outlook, Excel, PowerPoint, and Publisher;
- Excellent communication, critical thinking and interpersonal skills;
- High level understanding of the mainstream legal and court system;
- Aware of Six Nations Community and services available in the area;
- Valid Class "G" driver's license.

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. Three (3) letters of reference from previous employers in the last 10 years;
5. A photocopy of your education diploma/degree/certificate or transcript.
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

Indigenous Social Worker / Trauma Counsellor – Contract
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario NOA 1M0

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.

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. Three (3) letters of reference from previous employers in the last 10 years;
5. A photocopy of your education diploma/degree/certificate or transcript.
6. Scan and email all documents listed above to recruitment@sixnations.ca.



**SIX NATIONS JUSTICE PROGRAM
INDIGENOU SOCIAL WORKER/TRAUMA COUNSELLOR**

POSITION TITLE: INDIGENOUS SOCIAL WORKER/TRAUMA COUNSELLOR

REPORTING RELATIONSHIP

The Indigenous Social Worker/Trauma Counsellor reports to and receives direction from the Justice Director.

PURPOSE AND SCOPE OF THE POSITION

The Indigenous Social Worker/Trauma Counsellor is responsible for providing service delivery to victims of crime and tragedy in the Indigenous communities of Brantford, Six Nations, Hamilton, and Cayuga. The ISW/TC will provide counselling to individuals experiencing trauma from a tragedy such as physical and sexual assault, car accident, house fires, homicide, or a sudden death of a loved one. The ISW/TC will work with the other Indigenous justice staff to help ensure that wrap around services, referrals and supports for indigenous victims are provided. The ISW/TC will provide short-term and long term trauma counselling and will make appropriate referrals to community counselling agencies when appropriate.

1. DUTIES AND RESPONSIBILITIES

TECHNICAL

- a) Responsible for providing counselling to Indigenous people who have experienced trauma from crime, violence, family violence, sexual violence, car accident, sudden death, or house fire, etc.
- b) Responsible for creating intake forms and all necessary forms to deliver services.
- c) Responsible for providing counselling services in Brantford, Six Nations, Hamilton and Cayuga to individuals who have experienced trauma from tragedies such as physical and sexual assault, car accident, house fires, homicide, or a sudden death of a loved one.
- d) Responsible for ensuring the offender/harmer has been provided resources for counselling.
- e) Responsible to assess, develop, and implement effective treatment plans with clients.
- f) Responsible for assessing and making appropriate referrals to justice staff and outside community agencies.
- g) Responsible for assisting and responding to tragedies on site with volunteers when needed.
- h) Responsible for responding appropriately to clients in times of crisis and those facing tragic circumstances.
- i) Will work with victim services staff to develop counselling and referral protocols with Indigenous agencies at Six Nations, Brantford and Hamilton
- j) Will assist the Volunteer Coordinator with planning victim services training and recruitment.
- k) Will work with lawyer and court advocate to assist clients.

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2. ADMINISTRATIVE

- a) Represent Six Nations Justice Program at inter-agency meetings when appropriate.
- b) Keep monthly program statistics.
- c) Create monthly activity reports.
- d) Will co-manage counselling services with the other trauma counsellor.

3. COMMUNICATION

- a) Ensures confidentiality is maintained.
- b) Keeps the Justice Director apprised of activities on a weekly basis both verbally and in a written weekly and monthly reports.
- c) Provides monthly statistical reports and recommendations.
- d) General understanding of communication procedures within an office setting.

4. OTHER RELATED DUTIES

- a) Performs other job related duties as may reasonably be required by the Justice Director/or Justice Working Committee.
- b) Attend and participate in scheduled training as directed by immediate supervisor.

5. KNOWLEDGE AND SKILLS

Qualifications

- Must have a Bachelor's degree in social work, sociology, psychology, education with a counselling background.
- Or
- A two-year social service worker diploma with three to five years' continuance experience in the human services field.
- Minimum three (3) year experience working with Indigenous organizations or within First Nations communities
- Must have experience in community counselling or trauma counselling experience.

6) OTHER PREFERRED SKILLS

- Excellent communication, critical thinking and interpersonal skills.
- Has excellent report writing skills.
- Flexibility and adaptability in a fast paced environment
- High level understanding of the mainstream legal and court system.
- High level of communication skills: interoffice, telephone, and written.
- High level of computer software skills: Microsoft Word, Outlook, Excel, Power Poin, and Publisher
- High level of office and interpersonal communication skills.
- Strong level of organizational skills for self.
- Must be a team player.
- Possess research and data collection skills.
- Has a valid G license.
- Aware of Six Nations Community and services available in the area.
- Possess the ability to adapt and relate effectively with people of all ages.
- Will participate in recommended training.

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7) WORKING CONDITIONS:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.
- Work involves considerable out-of-office contact.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.
- Work may at times be subject to unscheduled hours.

8) WORKING RELATIONSHIPS:

With the Justice Program Manager

Receives direction, guidance and discusses plans, priorities to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Department Staff

Liaises, cooperates and provides encouragement; maintains control through teamwork and direction.

With Other Staff

Maintains cooperation and consideration with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to the Justice Program and maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the justice program interests of Six Nations; works in a courteous, co-operative, positive and proactive manner, provides information as requested.

9) IMPACT OF ERROR

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

10) CONTROL

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Guiding principles set by the Justice Program and Six Nations Council. Works within the administrative policies and procedures by the Six Nations Council for the Justice Program and other legislation provided by the respective government.

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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)? <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