



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

RESOURCE CONSULTANT ASSISTANT
CHILD CARE SERVICES, SOCIAL SERVICES
(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 21, 2018**, for a contract Resource Consultant Assistant with Child Care Services, 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 accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Special Need Resource Consultants the Resource Consultant Assistant shall be responsible for facilitating the inclusion of special needs children in licensed childcare setting, resource drop-in and licensed private home daycare program through implementation, monitoring and recording of individual program plans for the children involved with the special needs resourcing program as assigned within the policies and procedures established by Six Nation Elected Council.

SALARY: \$17.93 per hour

BASIC QUALIFICATIONS:

- Must have a diploma/ degree in Early Childhood Education from a recognized community college or university and equivalency as set out by the A.E.C.E.O;
- Must be a registered member of the College of Early Childhood Educators;
- Three (3) years' work experience in a licensed child care program;
- Post- Secondary Certificate in Special Needs Resourcing considered an asset;
- Valid "G" driver's license and access to a reliable insured vehicle;
- Must have a valid First Aid and CPR certificate or willing to acquire;

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/ or transcript and College of Early Childhood Educators Registration.
5. A photocopy of your valid First Aid and CPR certificate (if applicable).
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

Resource Consultant Assistant – Contract
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69

OR

Ohsweken, Ontario N0A 1M0

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/ or transcript and College of Early Childhood Educators Registration.
5. A photocopy of valid First Aid and CPR certificate (if applicable).
6. 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



Resource Consultant Assistant

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Special Need Resource Consultants.

PURPOSE AND SCOPE OF THE POSITION:

The Resource Consultant Assistant is responsible for facilitating the inclusion of special needs children in licensed childcare settings, resource drop-in and licensed private home daycare program through implementation, monitoring and recording of individual program plans for the children involved with the special needs resourcing program as assigned.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Facilitate the inclusion of the child(ren) through daily routines, activities and transitions according to the Individual Program Plan;
- Provide support to families, caregivers and childcare staff by providing information, resources, programming suggestions and modeling for staff;
- Strong observation skills, report writing, interpersonal skills and ability to administer assessments objectively;
- Ability to coordinate services and transitional planning as required;
- Assist with training and professional develop to assist childcare curricula and environments.
- Ability to implement individual plans and monitor, record progress accordingly

2. ADMINISTRATIVE:

- Prepare statistics and information as necessary,
- Plan, implement and evaluate program activities and progress of the child(ren),
- Track direct and indirect hours of service and other data to meet the funding guidelines;

3. COMMUNICATIONS & LIAISON

- Attend and participate in regular staff meetings as required/directed.
- Attend training/workshops as required and deliver



- Communicate effectively with supervisors, other professionals, children and parents,
- Identify/clarify problems and provide information to parents, co-workers, students and volunteers.
- Able to work independently
- Link with other programs, community services as necessary and assigned;

4. OTHER RELATED DUTIES:

Any other related duties as assigned by the Special Needs Resource Consultants which includes, but is not limited to, participation in the Six Nations Community Emergency Measures Plan.

WORKING CONDITIONS:

- Work environment is flexible as it requires travel within the community to work with children in various locations;
- Patience and flexibility working with children and families;
- May involve some lifting of children and moving of furnishings and equipment;
- Work may involve after hours and/or week-ends for meetings and program activities.
- Maintain Confidentiality and Code of Ethics in the work and community;

WORKING RELATIONSHIPS:

With the Special Needs Resource Consultants

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

Familiar with Six Nations Council policies and procedures.

With the Directors and Managers

Provides information and assistance. Works in a cooperative and courteous manner.

With the Community

Represents and promotes Six Nations Council, Social Services and Child Care Services in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Resource Consultant Assistant
January 2013
Social Services



Minimum Qualifications

- Early Childhood Education Diploma, registered and in good standing with the College of Early Childhood Educators and three years work experience in a licensed child care program.
- Post Diploma Certificate in Special Needs Resourcing considered an asset;
- Knowledge of the Day Nursery's Act.
- Must have a valid "G" Class License with access to reliable, insured transportation.
- Will be Native in preference to other applicants.
- Ability to pass a criminal record check.
- Will be required to submit a favorable medical health assessment.
- Possess a valid first aid/CPR certificate or willing to obtain.
- Knowledge of assessment tools and screening tools an asset.
- Strong competency in computer programs, word, excel, etc.

Other Preferred Qualifications

- Excellent written and verbal communication skills.
- Good organizational skills.
- Ability to work independently and as a team player.
- Demonstrated knowledge of child development and positive reinforcement techniques.
- Ability to apply safety procedures and alleviate potential safety hazards.

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council. Failure to comply with the regulations of the Day Nursery's Act can impact on the licensing of the Daycare Centre.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations Council Employment Policy;

Works within the Six Nations of the Grand River Social Services values, principles, and mission statement, and the Six Nations of the Grand River Child Care Services policies as set by the Six Nations Council;

Works within the policies and procedures established through service contract by the Six Nations Council and the funding agency (Ministry of Children and Youth Services), and within the legislation of the Day Nursery's Act.



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><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>					
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:	
<hr/> <hr/>	
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:	
<hr/> <hr/>	
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:	
<hr/> <hr/>	
<p>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)</p> <p>1. _____</p> <p>2. _____</p>	

****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