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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

LIFE SKILLS COACH
CHILD AND FAMILY SERVICES, SOCIAL SERVICES
(Full Time)

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 full time Life Skills Coach with Child and Family 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: This position is a shared position with Six Nations Social Services and Tsi Tionkwatention A'no:wara Rason:ne (My Home on Turtle Island) and consists of primarily afternoon/ evenings hours to support youth and families with life skills.

The position focuses on providing life skills coaching/ training to two (2) client groups:

- Families at risk of violence and/or who have entered into Voluntary Supervision Orders with the child welfare system;
- Youth who are residing at the Youth Lodge and community youth who are attached to or at risk of becoming involved with the Child Welfare system or youth justice.

SALARY: To be determined

BASIC QUALIFICATIONS:

- Child and Youth Worker, Social Services Worker, Developmental Services or equivalent diploma AND two (2) years' experience;
- Valid Ontario "G" driver's license, access to a reliable vehicle and 6(a) insurance policy or approved to carry passengers in the vehicle;
- Life skills coaching and ability to do food preparation and budgeting to support learning;
- Good interpersonal skills, and excellent verbal and written communication skills.

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 degree/diploma or transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Life Skills Coach – 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 degree/diploma 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

Position Title: LIFE SKILLS COACH

REPORTING RELATIONSHIP

This worker is a shared position with Six Nations Social Services and Tsi Tionkwatention A'no:wara Rason:ne (My Home on Turtle Island). This position consists of primarily afternoon/evening hours to support youth and families with life skills.

PURPOSE AND SCOPE OF THE POSITION:

This position is focused on providing life skill coaching/training to two client groups:

- Families at risk of violence and/or who have entered into Voluntary Supervision Orders with the child welfare system
- Youth who are residing at the Youth Lodge and community youth who are attached to or at risk of becoming involved with the Child Welfare system or youth justice.

Teacher/Homemaker Program - Family Support Unit

This position will work in the Teacher/Homemaker program in the Family Support Unit of Six Nations Social Services. The position is also part of the Six Nations of the Grand River Family Well-Being program.

This position will provide outreach supports to families in the community, particularly those who are under Voluntary Supervision Orders in the child welfare system. These families have been identified as being at risk of having their children removed and have entered into voluntary agreements to participate in programming and monitoring. The Life Skills Coach will provide outreach services to help teach life and parenting skills to these families. This will be a flexible program that responds to the needs of the individual, rather than the individual having to "fit" into programming

Also performs other related duties as assigned.

Life Skills Coach – Youth Lodge

The second part of this worker's time will be spent at the Youth Lodge, again teaching basic life skills, with a focus on meal preparation. Many of the youth at the lodge come from homes where they were not taught skills of daily living, such as food shopping and cooking nutritious food. This worker will focus on developing these skills. The worker will assist with meal preparation in collaboration with youth lodge residents to demonstrate life/cooking skills and healthy eating. The worker will work with residents to develop weekly menus, shopping lists and duty lists to encourage the youth to help with preparing meals. The worker will be responsible for ensuring that an evening meal is prepared for Youth Lodge residents from Monday to Friday.

DUTIES AND RESPONSIBILITIES

1. TECHNICAL:

- ❑ Sound knowledge of life skill and parenting skill training models
- ❑ Maintains a high quality interactive program for families, children and our community
- ❑ In collaboration with participating families, develop individualized programming that builds on the strengths of the family and builds life skills and parenting skills
- ❑ In collaboration with other members of the Family Support Unit, develops and provide group based life skill and parenting skill classes that will include sessions on traditional Haudenosaunee teachings and practices
- ❑ Relates to participants and other staff with respect and kindness to promote the principles of the Good Mind
- ❑ Excellent knowledge of traditional Haudenosaunee teachings and practices
- ❑ Promotes Haudenosaunee principles, values, beliefs, language and customs
- ❑ Must engage often hard-to-reach clients and work collaboratively with the family to develop a plan tailored to their individual strengths and needs, managing risky behaviours when necessary.
- ❑ Interview and assess participants strengths and needs, including risk identification
- ❑ Develops plans and goals in conjunction with the family
- ❑ Sound understanding of life skill and parenting skill training methodologies
- ❑ Provides internal and external service coordination for designated clients
- ❑ Effectively liaises, consults, and collaborates with other service providers and makes appropriate use of community resources, acts as an advocate when needed (within the school and child welfare systems)
- ❑ Carries out discharge planning with families
- ❑ Attends training and events related to Family Well-Being that may be provided by the Province of Ontario
- ❑ Adheres to requirements set out by the Ontario Child and Family Services Act and the Children's Residential Licensing Manual as they relate to nutritional requirements and the treatment of youth
- ❑ Must engage youth to develop life skills related to cooking and nutrition
- ❑ Have excellent knowledge of youth development and behaviours and techniques to manage behaviours

2. ADMINISTRATIVE:

- ❑ Recommends and follows program guidelines including the writing of reports, and record keeping to ensure mandates and service components are met;
- ❑ Follows program guidelines including the writing of reports, and record keeping
- ❑ Participates in quality assurance, evaluation, data collection and research activities
- ❑ Manages high-risk and aggressive behaviour in accordance with agency standards
- ❑ Supports each participant on issues affecting their interpersonal relationships, self care, problem-solving, personal needs, self-esteem and empowerment, support discharge planning with families
- ❑ From time to time, participates in committees internal or external to the agency
- ❑ Ensures and follows administration policies
- ❑ May supervise volunteers or students

3. COMMUNICATIONS & LIAISON:

- ❑ On-going communications with families through reflection and collaboration
- ❑ On-going communications with youth through reflection and collaboration
- ❑ Build and maintain relationships with families and youth
- ❑ Build and maintain relationships with other staff and service providers in the community
- ❑ Conduct off site outreach and presentations to other services/agencies
- ❑ Maintains confidentiality, follows PHIPA, PIPEDA compliance legislation regulations

4. OTHER RELATED DUTIES:

Performs any other related duties as assigned by the Supervisor which may include, but is not limited to, participation in the Six Nations Community Emergency Measures Plan and Crisis Services.

5. WORKING CONDITIONS

- ❑ Travel by car using own transportation
- ❑ Evening and weekends may be required to meet needs of families
- ❑ Works in homes and other agency environments
- ❑ Actively participates and makes use of on-going clinical supervision
- ❑ Able to utilize Safe food handling procedures when implementing meal preparation and other nutritional teachings;
- ❑ This position involves mental stress; requires interaction with the public, subject to deadlines, interruptions, and some unscheduled hours; flexibility to work evenings and some weekend hours; ability to take direction, prioritize and work independently
- ❑ Must wear Six Nations Employee Identification Tag
- ❑ The individual in the Life Skills position will be an employee of Six Nations Social Services – Family Support Unit. The Supervisor of the Family Support Unit will be responsible for any and all matters related to the employment of the individual in this position. This includes annual performance reviews/planning and issues related to approval of time off.
- ❑ The Manager of Residential Services, Youth Lodge will be asked for his/her input on these issues.
- ❑ On a day to day basis this position will have a dual reporting relationship. While working in the Family Support Unit the position will report to the Supervisor of the Family Support Unit. While at Tsi Tionkwatention A’no:wara Rason:ne (My Home on Turtle Island) – Youth Lodge the position will report to the Manager of Residential Services.

6. WORKING RELATIONSHIPS:

Working with the Supervisor

- ❑ Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively
- ❑ Work with the supervisor and other staff to maintain administrative duties, including program planning, inventory and collection of statistics and developing and recording information to support the program.
- ❑ Provides information and assistance and works in a cooperative and courteous manner
- ❑ Participates in quality assurance, evaluation, data collection and evaluation activities
- ❑ Manages high-risk and aggressive behaviour in accordance with agency standards

Working with other staff/other Six Nations Agencies

- ❑ With courtesy, cooperation and team work

- ❑ Represents Six Nations Social Services in a positive manner, promotes public relations by interpreting agency services to other organizations and community groups as needed, participates in recruitment activities
- ❑ Represents Ganōhkwásra' - Youth Lodge in a positive manner, promotes public relations by interpreting agency services to other organizations and community groups as needed, participates in recruitment activities
- ❑ Provide a variety of workshops during day/evenings and some weekends
- ❑ Provides input into newsletters, monthly calendars
- ❑ Represents and promotes Six Nations interests related to Six Nations Social Services; maintains awareness of legislation, policy and program changes; develops sound professional working relationships.

Works with the Community:

- ❑ Participate in joint programming within our community as well as surrounding communities
- ❑ Programs will be developed based on communities needs
- ❑ Being a support and resource for families

7. KNOWLEDGE AND SKILLS REQUIREMENTS

Qualifications:

- ❑ The successful candidate must possess a Child and Youth Worker Diploma, Social Services Worker, Social Worker diploma, Developmental Services diploma or equivalent with 2 years' experience.
- ❑ The successful candidate must have a valid Ontario driver's license, access to a car, 6 (a) policy insurance or approval to carry passengers in the vehicle.
- ❑ Life skills coaching and ability to do food preparation, budgeting to support learning
- ❑ Must pass a criminal record check and vulnerable sector check
- ❑ Will have good interpersonal skills, excellent verbal and written skills
- ❑ Preference will be given to Six Nations Band Members or those of First Nation heritage
- ❑ Will be thoroughly familiar with relevant legislation, regulations and guidelines
- ❑ Awareness of traditional and non-traditional community resources
- ❑ Aware of community diversity concerning culture, values and customs
- ❑ Be knowledgeable about and be able to teach about the Haudenosaunee practices related to food, health and well-being.

Other Preferred Qualifications:

- ❑ Excellent computer skills and demonstrated proficiency in current business software
- ❑ Good organizational skills
- ❑ Ability to work independently and as a strong team player,
- ❑ Ability to be patient, and have the ability to relate to children, youth and adults with equal respect and dignity, regardless of life experiences, culture and values
- ❑ Works within the organizational structure and administrative policy and procedures established
- ❑ Knowledgeable of the impacts of Multi-Generational trauma on families and the community
- ❑ Will be knowledgeable about the native culture, language and traditions of Six Nations;
- ❑ Experience working with families and children in a community and group setting
- ❑ Will be able to travel to attend core trainings out of the community if necessary
- ❑ Understanding of energy-based therapeutic modalities considered an asset
- ❑ Understanding of Reality Therapy/Choice Theory principals and interventions considered an asset

- ❑ Awareness of traditional and non-traditional community resources
- ❑ Traditional life cycle responsibilities (human growth and developmental stages)
- ❑ Knowledgeable about traditional Haudenosaunee foods and preparation methods

8. IMPACT OF ERROR

- ❑ Errors in not carrying out duties could result in injury to clients, self, other employees and personal liability to self, Ganohkwásra' Board of Directors and Six Nations Council
- ❑ Errors in not carrying out the duties could also result in termination.
- ❑ Employee signature verifies the acknowledgement, understanding and adhered to by any changes/recommendations required for the position.

12. CONTROL:

Guiding principles set by Social Services Department and Tsi Tionkwatention A'no:wara Rason:ne (My Home on Turtle Island) – Youth Lodge Six Nations. Works within the administrative policies and procedures established by the agencies and other legislation provided by the respective government.



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)?	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	
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>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</p>					
<p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p>					
<p>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</p>					

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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<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