



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

SUPPORT TEAM MEMBER
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, **March 21, 2018**, for fulltime and/or trainee Support Team Members, 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 Support Team Member is 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) and within the policies and procedures established by Six Nations Elected Council.

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

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 be willing to work flexible hours;
- 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:

Support Team Member – Full Time
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

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.

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.

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 Support Team Members report to and work under the direction of a Support Team Leader and adhere to the guiding values of the Code of Practice.

PURPOSE AND SCOPE OF THE POSITION

The Support Team Member will be responsible for ensuring that child protection services are delivered in accordance with the Child and Family Services Act (CFSA), Ontario Child Protection Standards, Ministry of Children and Youth Services (MCYS), Child in Care Standards, as well with the policies, procedures, vision, mission and values of Ogwadeni:deo. The 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 and Family Services Act (CFSA).

Each Support Team Member shall be responsible, as assigned by the 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 Support Team Leader

RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH

- Provides support to families, children and youth by; determining eligibility for services utilizing the Eligibility Spectrum, 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
- Assists in the development of a service plan that will address the identified service needs (including the use of alternative care as a preventative measure, including the use of traditional interventions/services and including referral to others for the completion of clinical assessments where appropriate and the provision of needed, related services not provided by Ogwadeni:deo as appropriate)
- Acts as the child/youth and/or family's "case manager" in terms of facilitating access to other services, monitoring progress, in consultation with the child/youth, their

family, their extended family/clan members and a Kotinonha if involved, recommends plan changes (including the return of a child/youth in care to their home)

- When required, identifies a 'place of safety' (in consultation with the family, and extended family/clan members whenever required) removes the child/youth from their current home to that place of safety
- Utilizes the community response model to consult with the Alternative Care Resource Development Team, the family and extended family/clan members to identify an alternative Kotinonha home or other alternative care facility and to develop an appropriate Circle of Care plan and agreement. Recommends, where appropriate, that a placement be declared "customary"
- Assists a child/youth placed in Kotinonha with the adjustment of to the new situation through identifying counselling and other supports as required in consultation with the assigned Team members and Kotinonha or other care provider

OGWADENI:DEO THE AGENCY

- Maintains accurate client records, documentation, in accordance with Ogwadeni:deo and Ministry Standards including case notes, plans of service, plans of cares, social histories and other required documentation
- Prepares and sends notice to and consults with a child/youth's First Nation Representative where a child/youth that is the subject of a protection assessment is a member of a First Nation other than Six Nations or a native community
- Assists with the preparation of the requisite documentation required for an application to a provincial Family Court in those cases in which a voluntary agreement cannot be achieved through discussion and use of the alternative dispute resolution process and where service is deemed necessary to ensure the protection of the child/youth involved (Or where families have requested court as an alternative to the Community Response Model)

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 Ogwadeni:deo and maintain public support and engagement

ASSISTING ONE ANOTHER

Ensures the effective implementation of other duties as determined by the 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 weekly, monthly, quarterly and annual services reporting as directed

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 inclusive of occasional shift work to meet the needs of the client.

STRENGTH/SUPPORTIVE TO ONE ANOTHER

With her/his Support Team Leader:

Takes direction from and works closely with the 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 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 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

TAKING RESPONSIBILITY

Acts as directed within the requirements of Ogwadeni:deo policies, procedures and standards and Code of Practice approved by the Ogwadeni:deo Community 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:

Approved Support Team Member SMT July 20, 2016

- 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
- Will be Ogweho:weh 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.



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
<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:

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