

5



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**DIRECTOR**  
**OGWADENI:DEO, SOCIAL SERVICES**  
**(Full Time)**

Applications will be received by Grand River Employment & Training (GREAT) up until 4:00 p.m., **Wednesday, June 13, 2018**, for a fulltime Director with Ojwadeni: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 Ojwadeni:deo Community Commission through the Chair of the Commission, the Director shall provide leadership to the Senior Management Team, ensuring strong service delivery; applying standards, policies and procedures consistent with the agency's mission; ensure a culturally appropriate, efficient, effective and accountable Child and Youth Protection Program, operating within the parameters set out in Ojwadeni:deo Framework Policy, the agency Code of Practice while complying with all relevant legislative and regulatory requirements related to child protection, residential services and adoption and within the policies and procedures established by Six Nations Elected Council.

**SALARY:** To be Determined

**BASIC QUALIFICATIONS:**

- Master's degree in social work from an accredited school of social work or an equivalent educational degree and be a member of the Ontario College of Social Workers and Social Services Workers AND five (5) years of experience in child welfare services in a manager, supervisory role OR;
- Have equivalent education and professional experience approved by the Minister and able to meet the requirements of above in 18 months;
- Must demonstrate an indigenous world view;
- Must possess a valid Ontario class "G" driver's license;
- Please see job description for more qualifications.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1:**

1. Printed, filled in and authorized Six Nations Elected 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 and proof of membership with the Ontario College of Social Workers and Social Services Workers.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Director – 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 Elected 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 and proof of membership with the Ontario College of Social Workers and Social Services Workers.
5. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

# DIRECTOR

## 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'shatstenhsera (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

Reports to and works under the direction and supervision of the Ogwadeni:deo Community Commission through the Chair of the Commission and adhere to the guiding values of the Code of Practice.

## PURPOSE AND SCOPE OF THE POSITION

As the most senior member of the Ogwadeni:deo Management Team and as the "local director" under the Ontario Child Youth and Family Services Act (CFSA), the Director provides leadership to the Senior Management Team in ensuring strong service delivery; applying standards, policies and procedures consistent with the agency's mission. The Director is responsible for ensuring a culturally appropriate, efficient, effective and accountable Child and Youth Protection Program, operated within the parameters set out in Ogwadeni:deo Framework Policy, the agency Code of Practice while complying with all relevant legislative and regulatory requirements related to child protection, residential services and adoption.

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

- Ensures that an effective case information system is maintained for internal and external reporting requirements, security of files and client confidentiality;
- Ensures an on-going monitoring/review and evaluation of Ogwadeni:deo in terms of quality assurance and continuous quality improvement (QA/CQI);
- Ensures performance measures are in place and the program is regularly evaluated for adherence to legislative requirements, standards and agency mission and goals;
- Ensures performance indicators are closely monitored and efficiencies are developed where areas require;
- Ensures the development of new or revised service standards and services as may be required in relation to changing legislation and community needs;
- Ensures that any client, volunteer, caregiver and staff complaints are addressed effectively and efficiently as per policy;
- Works directly with the Ogwadeni:deo Community Commission to advise on all matters affecting the operation of the agency; acts as a spokesperson for the agency, attends all Ogwadeni:deo Community Commission meetings, provides guidance, reports on trends, issues and serious occurrences;

## **OGWADENI:DEO THE AGENCY**

- Provides leadership to the senior management team, responsible for the recruitment, selection and hiring of senior team members as part of the hiring committee
- Ensures the coordination of the 24/7 child and youth protection activity of the highest quality
- Assists the Ogwadeni:deo Community Commission with recruitment, orientation and training of new members of the Commission
- Provides direct supervisory responsibility for the entire senior management team.
- Ensures full and efficient coordination between service delivery teams
- Arranges for, directs and supervises the provision of services by legal counsel as required
- Collaborates with the senior management team to prepare an annual service plan for Ogwadeni:deo Community Commission review and approval and submission to Ministry of Child and Youth Services (MCYS)
- Ensures the preparation of quarterly progress reports for the Ogwadeni:deo Community Commission for approval to submit to Ministry of Child and Youth Services (MCYS)
- Ensures a review of the Annual Operations Plan with the Ogwadeni:deo Annual Expenditure Plan for approval by the Ogwadeni:deo Community Commission to submit to the Ministry of Child and Youth Services (MCYS)
- Ensures the preparation of individual staff work plans and the periodic review and assessment of progress against these plans
- Ensures an annual evaluation of all staff against the requirements of the Code of Practice, policies, procedures and standards, job description requirements, and any additional work plan requirements
- Ensures the development of an Ogwadeni:deo Mandatory Agency Training Plan and professional development plan based on the results of staff evaluation and any changes made in governing law and regulations
- Ensures an annual review of all job descriptions to ensure that they remain consistent with service delivery values, principles and evolving operational requirements
- Approves required staffing actions and coordinates hiring with the assistance of the Manager of Finance and Personnel
- Encourages active staff participation in decision-making while respecting overall program problem solving, planning and development
- Ensures that safe and adequate office and program facilities, necessary equipment and other needed resources exist, are inventoried and are properly maintained

## **HONEST & MORAL CONDUCT**

- Directs the establishment and maintenance of adequate accounting records and ensures that all financial statements are consistent with these records
- Ensures all financial matters adhere to the approved financial policies
- Ensures the preparation of the Annual Expenditure Plan (consistent with the Annual Operations Plan and the Ministry of Child and Youth (MCYS) Funding Formula) for Ogwadeni:deo Community Commission review/approval and authority to submit to Ministry of Child and Youth Services (MCYS)
- Directs financial resource negotiations with provincial ministries and/or federal departments and/or other sources of funding
- Monitors, in consultation with the Manager of Finance and Personnel, the processing of expenditures against the approved budget and the completion of the annual audit
- Directs the establishment and maintenance of standard procedures for approving expenditures

- Approves all expenditures within the limits of the approved annual budget and ensures that required Ogwadeni:deo Community Commission approval is obtained for expenditures beyond that limit
- Ensures that agreements are in place regarding any required payments for purchased services (caregiver, legal, client assessment, management consulting, etc.) and that payments, per agreements, are made in a timely fashion
- Ensures that required financial and statistical reports are prepared and submitted to the Ogwadeni:deo Community Commission for approval and subsequently submitted to the funders according to established guidelines

## **BEING TRUTHFUL AND CONSISTENT**

- Establishes and maintains regular communications with other service providers pertinent to sharing general information, sharing ideas about effective protective interventions and service delivery and encouraging maximum coordination of program services
- Establishes protocols respecting such matters as: referral, information-sharing, confidentiality, case conferencing, service availability, care/support planning, police involvement, role and involvement of protection program staff in service provision by other agencies
- Contracts for specific services from other community-based programs and external agencies as required by clients
- Consults with other agencies in order to remain current to developments in the field and while caring for children from other First Nations
- Participates in public forums, including the media, to communicate the responsibilities and practices of Ogwadeni:deo to develop and maintain public support

## **ASSISTING ONE ANOTHER**

- Promotes/supports Ogweho:weh traditions and values within the community while ensuring the development of policies; proposing changes to applicable provincial and federal legislation (i.e. through exemptions) that will better support them
- Seeks advice from the Ogwadeni:deo Community Commission in relation to issues that arise

## **WORKING CONDITIONS**

This position can involve considerable mental and emotional stress, involving interactions with highly sensitive and confidential issues and involves accountability for significant financial resources. The position is subject to an environment that may involve physically dangerous situations.

This position requires significant time beyond a normal business day and ensure the 24/7 operations are maintained.

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

With the Ogwadeni:deo Community Commission:

Receives direction and guidance from and provides regular progress reports, plans priorities and interacts to ensure the operations are executed in a culturally appropriate, efficient and effective manner

With all Ogwadeni:deo Staff:

Provides leadership, guidance, information and assistance, and works in a cooperative and courteous manner to ensure clients receive the best possible service

With The Community:

Works harmoniously through the establishment and review of protocol and collaboration agreements, acts as a role model, represents and promotes Ojibwamun:dego in a courteous, cooperative and professional manner

With the Ministry of Child and Youth Services (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-REFLECTING ON ACTIONS TAKEN**

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

- Loss of credibility, trust and public confidence in Ojibwamun:dego,
- Harm or injury to employees or children/youth and their families,
- Legal and/or financial liabilities

## **TAKING RESPONSIBILITY**

Works within the parameters set out in the Ojibwamun:dego Social Framework policy, and the parameters set out in such provincial legislation/regulations/policy guidelines as have been agreed to by the Ojibwamun:dego Community Commission, takes personal ownership and responsibility for the quality and timeliness of work commitments

## **QUALIFICATIONS**

### **Basic/Mandatory Requirements**

The preferred applicant:

- a) Must hold a Master's degree in social work from an accredited school of social work or an equivalent educational degree and be a member of the Ontario College of Social Workers and Social Services Workers with five years of experience in child welfare services in a manager, supervisory role.**

**OR**

- b) Have equivalent education and professional experience approved by the Minister and able to meet the requirements of (a) in 18 months**

- Must demonstrate an indigenous world view
- Must possess a valid Ontario class "G" driver's license
- Must submit a favourable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Must be Ojibwamun:dego in preference to other applicants

### **Knowledge Requirements**

The successful applicant:

- Must be thoroughly familiar with the relevant legislation, regulations and guidelines related to protection, residential services and adoption.
- Must be knowledgeable respecting Six Nations' cultures and of the cultures of families of other First Nations who reside in the designated service delivery area
- 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 will demonstrate ability to:

- Implement the program strategic plan in coordination with the current governance structure

- Relate to and communicates effectively with community members ~~in general~~ and with children, youth and families facing difficulties
- Relates to and communicates effectively with elected and traditional government structures and personnel
- Relates to, communicates with and effectively supervise staff
- Relates to and communicates effectively with the directors, managers and staff of other community-based programs, and external agencies
- Relates to and communicate effectively with provincial and federal government officials
- Effectively analyze information and plan, implement, monitor and evaluate programs and procedures
- Use computer software (word processing, spread-sheeting, data bases, communications) in day-to-day operations
- Effectively manage financial matters to ensure accountability and effective risk management

**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



**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><b>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.</b></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	Level Completed	Secondary School					College or University					Graduate or Professional				
		9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
<b>Certificates, Diplomas, Degrees obtained</b>																
<b>Course of Study Taken</b>																
<b>List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education</b>																



**PART III WORK HISTORY**

<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