



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**CRISIS RESPONSE COORDINATOR  
ADMINISTRATION, HEALTH SERVICES**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday, June 13, 2018**, for a full time Crisis Response Coordinator with Administration, Health 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](http://www.greatsn.com) website. Online applications accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

<b>Type</b>	Full-Time
<b>Closing Date</b>	June 13, 2018
<b>Hours of Work</b>	Monday to Friday 8:30am to 4:30pm
<b>Wage</b>	To be Determined

**JOB SUMMARY:** Under the direction and supervision of the Health Senior Leadership Team, the Crisis Response Coordinator shall assist the community of Six Nations of the Grand River Territory to develop and implement a community wide crisis response continuum that addresses a range of critical incidents within the policies and procedures established by Six Nations Elected Council.

**BASIC QUALIFICATIONS:**

- Master's degree in the area of Social Work, Psychology or related field (preferred) OR;
- Bachelor's degree in Social Work, Psychology or related field AND five (5) years' experience;
- Experience working with mental health, addictions or crisis response agency;
- Excellent written and verbal communication skills;
- Excellent interpersonal skills;
- Ability to work evenings, over-night and weekends on an on-call basis;
- Ability to travel.

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

**Crisis Response Coordinator – 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 degree or transcript.
5. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

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## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:    Mental Wellness Team - Crisis Response Coordinator**

**REPORTING RELATIONSHIP:**

Reports to and works under the direct supervision of the Health Senior Leadership Team, of Six Nations Health Services, a program of Elected Six Nations Council.

**PURPOSE & SCOPE OF THE POSITION:**

To assist the community of Six Nations of the Grand River Territory to develop and implement a community wide crisis response continuum that addresses a range of critical incidents that arise within the community. Improve access to mental wellness services and supports and creates linkages with new and existing services that are responsive to the needs of the community members of the Six Nations of the Grand River Territory.

This will include an assessment of current community resources, identification of gaps and a plan to build capacity.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- a) Develop a comprehensive, trauma-informed, client-centered, culturally appropriate and community based mental wellness crisis system.
- b) Complete assessment of community crisis response services, identify gaps and build community capacity to implement mental wellness.
- c) Develop and implement Six Nations of the Grand River Territory crisis continuum response plan.
- d) Employs appropriate assessment skills in the delivery of crisis response support and planning.
- e) Responds to crisis situations in a leadership capacity.
- f) Strengthen partnerships and linkages with community services and second level supports which will improve treatment outcomes, continuity of care and service coordination.
- g) Seek to balance the application of professional and clinical practices with the traditional Haudenosaunee culture and values as foundation
- h) Increase the capacity of the emergency response system for Six Nations of the Grand River Territory.
- i) Create a system to ensure crisis response coverage on a 24-hour basis.
- j) Address community crisis prevention through early intervention.
- k) Address the needs of high risk individuals with complex mental health issues by providing coordinated and multi-disciplinary mental health supports and interventions.

- l) Provides opportunities for student employment and student placements by supervising appropriate student placements and summer student employment relevant to position.
- m) As a part of building community capacity in mental wellness, the Coordinator will identify training needs and facilitate delivery of training to community workers and community members.

## **2. Communications Functions:**

- a) Employs excellent communication skills re: collaboration to develop crisis response plans; interacting with person in crisis; interacting with multi-sector team members; providing leadership in the crisis continuum.
- b) Engage and be a part of the broader network of supports that include treatment centers, mental crisis intervention teams and other community based services.
- c) Involves appropriate crisis response team members in the development and delivery of a culturally appropriate crisis response continuum.
- d) Identifies and develops the appropriate protocols necessary with internal and external supports in order to effectively manage a crisis response continuum.
- e) Identifies and oversees the development of appropriate policies and procedures for delivery of the crisis response continuum.
- f) Identifies, facilitates and provides professional development to members of the crisis response team; and other professionals working with the team.
- g) Attends staff and program meetings as required.

## **3. Administrative Functions :**

- a) Manages individual, organizational and community crisis in a wholistic and culturally appropriate manner.
- b) Maintains documentation according to organizations policies and professional standards and guidelines.
- c) Employs effective decision-making skill to prioritize crisis response continuum needs and understanding the dynamics of individuals in crisis.
- d) Develops and maintains appropriate statistical database to inform the priority and evolution of the crisis response continuum that best meets the needs of Six Nations of the Grand River Territory.
- e) Responsible for all reporting requirements of the Mental Wellness Program.

## **4. Other Functions:**

- a) Adheres to principles of safety re: body secretion precautions and procedures, correct disposal of bio-medical wastes, management of incidents/accidents/disasters as per protocols in terms of precaution, action, reporting and follow-up.
- b) Performs related duties respective of educational qualifications and skill as may be required by the Director of Health Services.
- c) Will provide support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and providing assistance as instructed by the Director of Health Services.

## **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 requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.

## **WORKING RELATIONSHIPS:**

### **Health Senior Leadership Team**

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

### **Other Staff**

Promotes courtesy, co-operation and teamwork with all staff.

### **External Agencies**

Views and interacts with all external agency staff as part of the crisis continuum. The crisis continuum is a community, not Health Services, response to mental wellness management. Maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

### **With the Public**

Represents and promotes the interests of Six Nations of the Grand River Territory community members; works in a courteous, co-operative, positive proactive manner, provides information and advice.

## **KNOWLEDGE AND SKILLS:**

### **BASIC QUALIFICATIONS**

- Master's degree in the area of Social Work, psychology or related field, preferred OR Bachelor's degree in Social Work, psychology or related field with five years of experience
- Experience working in a mental health, addictions or crisis response agency
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong leadership qualities
- Ability to work evenings, overnight and weekends on an on-call basis
- Ability to travel for work

### **Other Related Skills:**

- Critical Incident Stress Management Training
- Applied Suicide Intervention Skills Training
- Mental Health First Aid Training
- Must have a current cardio-pulmonary resuscitation and first-aid certificate.
- Strong interpersonal, verbal and written communication skills
- Strong knowledge of the Six Nations Community crisis response system

**IMPACT OF ERROR:**

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

**CONTROL:**

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



**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><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>						
<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						
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 &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

**II Previous Employer**

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

**III Previous Employer:**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; 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