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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

REGISTERED SOCIAL WORKER – CASE MANAGER
CHILD & YOUTH HEALTH, HEALTH SERVICES
(Contract)

RECEIVED
 OCT 02 2018

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **October 17, 2018**, for the Registered Social Worker – Case Manager with Child and Youth Health, 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 website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Child and Youth Team Manager, the Registered Social Worker – Case Manager shall manage cases and co-ordinate services for children and youth with special needs and their families within a Social Work Framework with the emphasis of promoting wellness and self-management strategies within the policies and procedures established by Six Nations Elected Council.

Type	Contract
Closing Date	October 17, 2018
Length of Term	Until March 31, 2019
Hours of Work	Monday to Friday 8:30am – 4:30pm
Wage	To be Determined

BASIC QUALIFICATIONS:

- Bachelor's Degree in Social Work and Registered Social Worker from an accredited Social Work Program;
- Must be registered member in good standing and hold current membership with the Ontario College of Social Workers and Social Service Workers;
- Well-developed supportive counselling skills using a culturally safe, trauma-informed lens;
- Demonstrated knowledge and understanding of counselling interventions and clinical practice with children and youth;
- Strong interpersonal, verbal, and written communication skills;
- Understands importance of confidentiality under PHIPA;
- Must be well-versed in relevant consent and capacity legislation such as Social Work Code of Ethics, Mental Health legislation and the Health Care Consent Act;
- High level of computer skills – Microsoft Office, Word and Excel and working knowledge and experience with electronic medical records;
- Preferred experience working in child/youth health or a related child/youth service field;
- Valid Class "G" driver's license and reliable transportation;
- Familiar with the Six Nations Community and highly sensitive to Six Nations Culture;
- Exhibits a high degree of initiative and self-direction;
- Ability to work with tact and discretion; high level of public relation skills and good project management skills;
- CPR and First Aid certification preferred;
- Highly motivated, able to work independently with minimal supervision;
- Good clinical experience working with CBT;
- Asset with member of good standing with OPA (Ontario Psychiatry Association).

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

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.

Registered Social Worker – Case Manager – Contract – 138-18
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

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.
5. Scan and email all documents listed above to recruitment@sixnations.ca.

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POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Registered Social Worker (BSW) – Case Manager

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child and Youth Health Team Manager, Health Services, Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

To manage cases and co-ordinate services for children and youth with special needs and their families within a Social Work Framework with the emphasis of promoting wellness, and self-management strategies.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Conduct initial intake with children and families for the purpose of identifying the need for appropriate referrals
- Coordinate care and link to appropriate community resources or specific health professionals based on the identified need of the child and their family
- Provide advocacy and follow-up with the children and their families to ensure that their needs are met
- Builds case management capacity through development of service planning, monitoring, and evaluation
- Documents accurately and thoroughly within the established charting requirements and style, all client information pertinent to the safety and well-being of all clients
- Provides supportive counselling when needed to clients and their families
- Functions as a resource person for agencies or individuals requiring education or information related to childhood development or child disorders
- Implements Haudenosaunee Wellness model using culture as the foundation of services and programs provided
- Involvement in Accreditation which could involve being a member of a Health Services accreditation team
- Provides systems navigation and advocacy in collaboration with team members
- Complies with established safety precautions and standards, infection control procedures and aseptic and isolation techniques when indicated

2. Communications Functions:

- Employs excellent communication skills when interacting with clients, families and other staff and external agencies
- Provides appropriate advocacy for clients and families when necessary
- Attends case conferences and clinical rounds when necessary and provides input from the social work perspective
- Attends staff meetings for Six Nations Child & Youth Health Services
- Develops a working relationship with supervisors, case managers and related staff
- Works effectively as a team member and communicates with the Child & Youth Health Team Manager and Clinical Lead
- Ensures privacy is maintained in accordance with relevant regulations

3. Administrative Functions:

- Maintains client files following the appropriate protocol for the area of service and guidelines provided by policies and procedures of Six Nations Health Services that relate to using the Electronic Medical Record
- Maintains documentation according to Ontario College of Social Workers and Social Service Workers standards
- Completes administrative tasks as required by the Child & Youth Health Team Manager
- Reviews work plan, prepares month end and quarterly reports as required by the Child & Youth Health Team Manager
- Reports appropriate data; Re: work plan activity changes as needed
- Ongoing training related to scope of practice

4. Other Functions:

- Performs other job related duties as may reasonably be required by the Child & Youth Health Team Manager
- Provides supervision of students and volunteers
 - Follows established Ontario College of Social Workers and Social Service Workers guidelines for the supervision of students
 - Provides direct on-site supervision of the student/volunteer as stipulated in the supervision guidelines
 - Obtain appropriate consent before allowing a student/volunteer to participate in treatment for an individual
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management

WORKING CONDITIONS:

- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours and out of office sessions including home visits
- Provide Sensitivity to areas of cultural competence, relevancy and appropriateness to patients, knowledge of psycho-social issues related to the Six Nations Community and determinants of Health.
- Work may at times be subject to unscheduled hours, must be flexible with time.
- Work requires the ability to work independently and with competence in diverse areas; physical activity; mental stress; requires working inside and outside; in community homes; requires extensive interactions with the public of all ages, which at times may be hostile or irate; requires interruptions, deadlines, and unscheduled hours.
- Work requires the ability to prioritize tasks with in the child and youth social work service, work independently clinically with minimal functional supervision, and cope with many demands and time constraints.

WORKING RELATIONSHIPS:

With the Child & Youth Health Team Manager

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Child & Youth Health Clinical Lead

Receives guidance; discusses plans and priorities or interacts to ensure tasks are done efficiently and effectively.

With Other Staff

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

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Bachelor's Degree in Social Work, RSW from an accredited Social Work Program
- Must be a member in good standing and hold current membership with the Ontario College of Social Workers and Social Service Workers.
- Well-developed supportive counselling skills using a culturally safe, trauma-informed lens
- Demonstrated knowledge and understanding of counselling interventions and clinical practice with children and youth
- Strong interpersonal, verbal, and written communication skills
- Understands importance of confidentiality under PHIPA
- Must be well-versed in relevant consent and capacity legislation such as Social Work Code of Ethics, Mental Health legislation and the Health Care Consent Act.
- High level of computer skills of Microsoft Office, MS Word, Excel and working knowledge and experience with electronic medical records.
- Preferred experience working in child/youth health or a related child/youth service field
- Valid Class "G" license and reliable transportation

Other Related Skills:

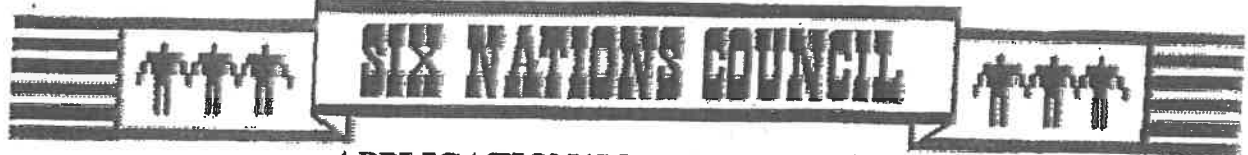
- Familiar with the Six Nations Community and highly sensitive to Six Nations Culture
- Exhibits a high degree of initiative and self-direction
- Ability to work with tact and discretion; high level of public relation skills and good project management skills.
- CPR and First Aid certification preferred
- Highly motivated, able to work independently with minimal supervision.
- Good clinical experience working with CBT.
- Asset with member of good standing with OPA (Ontario Psychiatry Association)

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

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		
<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. <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	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
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