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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

BAND REPRESENTATIVE
SERVICE COORDINATOR/BAND REPRESENTATIVE UNIT, SOCIAL 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, **November 7, 2018**, for the Band Representative with Service Coordination/Band Representative Unit, 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: Under the direction and supervision of the Service Coordination, the Band Representatives shall process of repatriation through the Band Representative function according to the provisions of the Child, Youth and Family Services Act; within the policies and procedures established by Six Nations Elected Council.

Type	Contract
Closing Date	November 7, 2018
Length of Term	One year Contract
Hours of Work	See job description
Wage	To be Determined

BASIC QUALIFICATIONS:

- Will have a university degree or community college diploma in social work; or related field;
- Will have two (2) years' experience in working with Native children and their families;
- Will be willing to work flexible hours;
- Will possess a valid class "G" Ontario driver's license and use of their own vehicle;
- Must pass a criminal record check prior to employment;
- Will be thoroughly familiar with the relevant legislation, regulations and guidelines;
- Will be knowledgeable about Haudenosaunee culture and the contemporary characteristics of the Six nations' social structure;
- Will have extensive knowledge of traditional approaches to helping;
- Will be thoroughly familiar with Six Nations' child and family services principles and policies;
- Will be thoroughly familiar with relevant local and area resources;
- Will have extensive knowledge of the range of methods and techniques that are employed in social work proactive;
- Will have extensive knowledge of assessment and diagnostic techniques.

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:

Band Representative – Contract – 132-18
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69
 Ohsweken, Ontario N0A 1M0

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

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Ohsweken, Ontario

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**POSITION: Six Nations Child and Family Services
Band Representative**

Summary

Under the direction of the Supervisor of Service Coordination, the Band Representatives for conducting the process of repatriation through the Band Representative function according to the provisions of the Child, Youth and Family Services Act; and for the performance of other related duties as determined by the Supervisor of Service Coordination.

Statement of Duties/Responsibilities

1. Conducts the process of client intake by:

- Receiving, reviewing and investigating (or coordinating the investigation of) all third-party concerns reported including notifications received from external child and family service agencies/societies respecting apprehensions, status reviews or adoption placements;
 - Receiving and interviewing persons seeking support;
 - Collecting and/or coordinating the collection of further information that may be necessary to determining the eligibility of a potential client for child and family or other Six Nations' or external services available; or determining the appropriateness of community involvement in cases involving children of community members for which notification has been received from external child and family service agencies/societies.
 - Accessing the assistance of other staff in reviewing situations and interviewing clients in the process of determining service eligibility when appropriate;
 - Responding to the needs expressed with immediate information and / or advice (brief service) when appropriate;
 - Referring those in need to other internal/external services as appropriate;
 - Recommending to the Supervisor that a case be opened where appropriate or that community involvement be initiated in an external case as appropriate.
 - Recommending to the Supervisor approval of immediate, emergency action and support where appropriate; and by updating the case information system is required.

2. Represents and advances the collective interest of Six Nations of the Grand River in the children of members who have been apprehended by external child and family service agencies (when community involvement has been deemed appropriate) by acting as the official representative of the community in interaction with the external agency and in court proceedings.

4. Performs other related duties as determined by the Supervisor of Service Coordination/Band Rep which includes but is not limited to, participation in Six Nations Community Emergency Measures Plan and participation in Crisis Services.

Statement of Qualifications

Basic/Mandatory Requirements

The successful applicant(s):

- Will have a university degree or community college diploma in social work; or related field.
- Will have two years experience in working with Native children and their families;
- Will be Native in preference to other applicants;
- Will be willing to work flexible hours;
- Will possess a valid class "G" Ontario driver's licence and have the use of their own vehicle;
- Must pass a criminal record check prior to employment.

Knowledge Requirements

The successful applicant(s)

- Will be thoroughly familiar with the relevant legislation, regulations and guidelines;
- Will be knowledgeable about Haudenosaunee culture and the contemporary characteristics of the Six Nations' social structure;
- Will have extensive knowledge of traditional approaches to helping;
- Will be thoroughly familiar with Six Nations' child and family services principles and policies;
- Will be thoroughly familiar with relevant local and area resources;
- Will have extensive knowledge of the range of methods and techniques that are employed in social work practice;
- Will have extensive knowledge of assessment and diagnostic techniques.

Ability Requirements

The successful applicant(s) will demonstrate ability to:

- Work cooperatively with other staff;
- Relate effectively to clients and their extended families;
- Relate effectively to the staff and management of external agencies;
- Relate effectively to lawyers and judges;
- Act decisively in crisis situations;
- Effectively interpret client needs in relation to services/resources available within and external to Six Nations' Programs;
- Update information systems, review information system data and prepare/present concise reports.

WORKING CONDITIONS

This position involves:

- Considerable consultation with internal staff;
- Considerable external contact with referring agencies/community/courts;

- Direct client contact with high risk due to predisposition of some clients; emergency crisis response;
- Some travel in the community as required using own transportation;
- High degree of flexibility in work schedule; work subject to interruptions;
- Subject to on- call coverage which may include weekends/ after hours;
- Works in a climate-controlled environment.

WORKING RELATIONSHIPS:

Works with:

- The Supervisor of Services Coordination – receives direction, guidance, and discusses plans, priorities, or interacts to ensure tasks are done efficiently and effectively; receives instruction, supervision;
- Other Staff/other Six Nations agencies – with courtesy, cooperation and teamwork;
- With the public/clients – represents and promotes the Six Nations Child and Family Services Program in a courteous, positive, and cooperative manner; provides information and assistance;
- External agencies – represents and promotes Six Nations interests related to Child and Family Services program; maintains awareness of legislation, policy and program changes; seeks to develop sound professional working relationships.

IMPACT OF ERROR

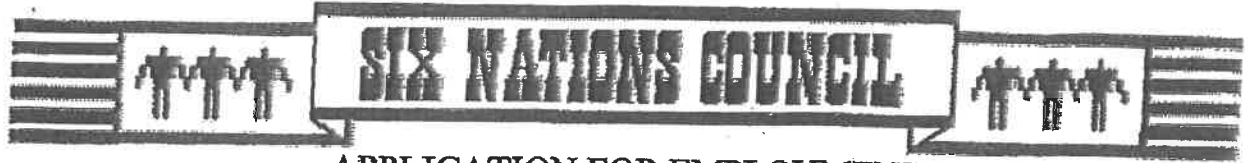
Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, public confusion, serious impacts on clients, and legal liability to self and to Six Nations Council.

CONTROLS

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy;

Works within the Six Nations of the Grand River Social Services values, principles, and mission statement, and the Six Nations of the Grand River Child and Family Services policies as set by the Six Nations Council;

Works within the policies and procedures established through service contract by the Six Nations Council and the funding agency, and within the legislation of the Child, Youth and Family Services Act and community response model.



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