



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

FETAL ALCOHOL SPECTRUM DISORDER FACILITATOR 015-19
CHILD AND YOUTH SERVICES, HEALTH SERVICES
Contract

RECEIVED
JAN 04 2019

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, January 23, 2019, for the Fetal Alcohol Spectrum Disorder Facilitator with Child and Youth Services, 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: Reports to and works under the direction and supervision of the Child and Youth Services Team Manager. The Fetal Alcohol Spectrum Disorder Facilitator shall assist the Child & Youth Team Manager in developing and facilitating groups and presentations on various topics to support individuals/families affected by FASD within the Six Nations Community and policies and procedures established by the Six Nations Elected Council for Health Services. The program will be implemented in the Six Nations Elementary Schools, and with partners within the Six Nations of the Grand River Community within the policies and procedures established by Six Nations Elected Council.

Type	Contract
Closing Date	January 23, 2019
Length of Term	3 months
Hours of Work	35 per week
Wage	To Be Determined

BASIC QUALIFICATIONS:

- Previous experience facilitating Parenting Education, Anti-Bullying Prevention, conflict resolution, and anger management (for children) an asset
- Teaching experience and/or teaching certification an asset
- Knowledge of Iroquois language, culture and history an asset
- Computer skills in Microsoft Office Word & Excel, Outlook and Electronic Medical Records
- Must pass a criminal record check, including vulnerable sector
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Email – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover 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 clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to StaffHR@sixnations.ca

Please ensure that the **SUBJECT LINE** of your email states:
Fetal Alcohol Spectrum Disorder Facilitator-Contract-015-19

Method #2: Mailed or Hand Delivered – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover 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 clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and 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.

Fetal Alcohol Spectrum Disorder Facilitator—Contract—015-19
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario NOA 1M0

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POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Fetal Alcohol Spectrum Disorder (FASD) Facilitator – Contract

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child & Youth Team Manager.

PURPOSE & SCOPE OF THE POSITION:

To assist the Child & Youth Team Manager in developing and facilitating groups and presentations on various topics to support individuals/families affected by FASD within the Six Nations Community and policies and procedures established by the Six Nations Elected Council for Health Services. The program will be implemented in the Six Nations Elementary Schools, and with partners within the Six Nations of the Grand River Community.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Observes and reports pertinent data related to the client, or their environment to the immediate supervisor on a regular basis or as necessary.
- Discontinuation of service when appropriate and provides recommendations for appropriate follow-up
- To assist the Program Manager in developing educational groups to help meet community needs.
- To assist in developing and implementing relevant policies and procedures governing.
- Receives evaluations from group participants including evaluations from community presentations to assist in guiding changes needed in delivery.

2. Communications Functions:

- To assist in developing and implementing an Early Childhood Development community wide program.
- Demonstrates excellent presentation skills and able to facilitate effective group participation
- Provides in service education and community events
- Provides client/family education and training
- Develops afterschool programs for children and parents.
- To assist in developing a culturally appropriate curriculum for Six Nations Elementary Schools, under the guidance of the Program Manager.

- Co-ordinate program activities with school administrators, professional staff, and other relevant community agencies.
- To provide one-on-one social support and small group skill building sessions.
- Communicates relevant information to parent/legal guardians with signed consents.
- Participates in program development and accreditation activities.
- Ensuring clients safety and comfort while performing duties
- Inform Program Manager of required supplies for programming
- Attend meetings as required: staff meetings, committee meetings and community partner meetings.
- Ensures all incidents are appropriately reported.
- Preparation of Internal/external documentation used internally such as updates, memos, and correspondence.
- Provide crisis intervention to children/youth and parent.

3. Administrative Functions:

- To assist in developing all record-keeping mechanisms and documentation procedures this will include all necessary forms and reports.
- Maintains confidentiality of information regarding the client, family and Early Childhood Development Program.
- Ensures safety of the client and their family is maintained by carrying out duties according to the Health and Safety standards for clients and their families, for self and other personnel.
- Cooperates with all members of the Child & Youth Health Team in the delivery of client care.
- Works with other service providers, e.g. CAS, C&F Services etc. to assist in achieving goals.
- Ensures that services are consistent with agency and program philosophy, policies and procedures.
- Assist Team Manager in maintaining an up to date inventory and reports and disposes of any damaged property.
- Assumes responsibility to maintain good standing with any applicable accrediting bodies

4. Other Functions:

- Performs other job-related duties as may reasonably be required by the Child & Youth Team Manager.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and 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 and unscheduled hours.

domestic violence, substance abuse, death and dying, family dynamics, parenting skills, crisis intervention, Fetal Alcohol Spectrum Disorder etc.

- Previous experience facilitating Parenting Education, Anti-Bullying Prevention, conflict resolution, and anger management (for children) an asset.
- Teaching experience and/or teaching certification an asset.
- Knowledge of Iroquois language, culture and history an asset.
- Computer skills in Microsoft Office Word & Excel, Outlook and Electronic Medical Records.
- Must pass a criminal record check, including vulnerable sector
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

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

Name of Position You Are Applying For (Job Title)			Closing Date of Position		
Name of Applicant:	First Name	Initial	Last Name		
Band Name and Number (if applicable)					
Mailing Address (R.R.#, Blue # & Address)			Home Telephone No.	Cell Phone No.	
City or Town or Village	Province		Postal Code	Email Address	
Do you require accommodation, please indicate?	Do you have a valid Class G driver's license?	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 and contact applicant to assist in 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 do require that the applicant must undergo a medical examination as it pertains to the position being applied for. Are you willing to undergo a medical examination if it is required? <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 & 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