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P.O. BOX 5000

OHSWEKEN, ONTARIO

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SPECIAL NEEDS RESOURCE CONSULTANT 026-19
CHILD CARE SERVICES, SOCIAL SERVICES
Full Time

Applications will be received by Six Nations Elected Council and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **February 13, 2019**, for the Special Needs Resource Consultant with Child Care Services, 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: Reports to and works under the direction and supervision of the Special Needs Resource Consultant Supervisor. The Special Needs Resource Consultant is responsible for screening, developing and implementing program plans for children requiring special care and instruction for those children enrolled in Six Nations licensed childcare settings, resource drop-in centre(s) and those homes connected with Six Nations Private Home Daycare Agency within the policies and procedures established by Six Nations Elected Council.

Type	Full Time
Closing Date	February 13, 2019
Length of Term	
Hours of Work	Flexibility in work hours as required
Wage	To Be Determined

BASIC QUALIFICATIONS:

- Will have Diploma/Degree in Early Childhood Education from a recognized Community College or University or equivalency as set by the Association of Early Childhood Educators Ontario or approved by the funding agency
- Must be a registered member of the College of Early Childhood Educators
- Will have a Resource Teacher Certificate or currently enrolled to receive such training
- Will have a minimum two (2) years working experience in an integrated child care setting
- Immunizations must be up-to-date in accordance with Public Health recommendations and includes Tuberculosis testing
- Will have a vehicle and valid driver's license
- Must pass a Criminal/Vulnerable Records Check
- Must have good organizational skills
- Will be thoroughly familiar with the Child Care and Early Years Act
- Will have extensive knowledge of assessment tools, techniques and methods of screening tools
- Will be Native in preference to other candidates
- Will have knowledge of traditional culture
- Must have the ability to establish and maintain effective working relationships with children, parents, staff and professional consultants

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 recruitment@sixnations.ca.

Please ensure that the SUBJECT LINE of your email states:
Special Needs Resource Consultant –Full Time – 026-19

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: 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:

Special Needs Resource Consultant – Full Time – 026-19

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario NOA 1M0



**SPECIAL NEEDS RESOURCE CONSULTANT
CHILD CARE SERVICES**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the **Special Needs Resource Consultant Supervisor.**

PURPOSE AND SCOPE OF THE POSITION:

The Special Needs Resource Consultant is responsible for screening, developing and implementing program plans for children requiring special care and instruction for those children enrolled in Six Nations licensed childcare settings, resource drop-in centre(s) and those homes connected with Six Nations Private Home Daycare Agency.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Screen and assess children identified by internal/external services as requiring special care or instruction.
- Develop and monitor individual programs to meet the needs of those children
- Complete case notes, behavior plans, reports, assessments, referrals.
- Monitor the progress of children with special needs through observation, formal and informal assessment and collect information on a regular basis.

2. ADMINISTRATIVE:

- Prepare progress reports for parents and staff.
- Update information, review and prepare reports.
- Maintain daily activity log.
- Maintain appropriate records regarding child's special needs and the services provided to address them.
- Maintain statistics and other information required for reporting purposes.
- Supervise, coach and encourage staff.

3. COMMUNICATIONS & LIAISON

- Inform parents and staff of the objectives of individual programs and give instructions on implementing the programs at home and in the day care.
- Keep parents and staff informed of accomplishments and/or setbacks.
- Participate in case reviews, conferences and home visits.
- Liaise/Collaborate with other service providers as appropriate.



- Provide support to day care staff and care givers via education, advocacy, home visits, recommendations, strategies, provision of resources/equipment.
- Provide support to families including information, visits, consultation and service coordination.
- Develop and implement workshops, presentations and in-house services.
- Act as a resource for co-workers, parents and students through in-office meetings, workshops, staff meetings or home visits.
- Attend and participate in regular staff meetings as required/directed.
- Attend training/workshops as required.

4. OTHER RELATED DUTIES:

Any other related duties as assigned by the Director of Social Services, or designate, which includes, but is not limited to, participation in the Six Nations Community Emergency Measures Plan.

WORKING CONDITIONS:

- Works in a climate controlled environment
- Patience and flexibility working around children in the work environment
- Provides service in varying locations
- Flexibility in work hours as required
- Maintain Confidentiality.

WORKING RELATIONSHIPS:

With the Special Needs Resource Consultant Supervisor

Receives direction and guidance. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively: receives instruction and supervision.

Familiar with Six Nations Council policies and procedures.

With the Directors and Managers

Provides information and assistance. Works in a cooperative and courteous manner.

With the Community



Represents and promotes Six Nations Council, Social Services and Child Care Services in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Will have diploma/degree in Early Childhood Education from a recognized community college or university or equivalency as set by the Association of Early Childhood Educators Ontario or approved by the funding agency.
- Must be a registered member of the College of Early Childhood Educators.
- Will have a Resource Teacher Certificate or currently enrolled to receive such training.
- Will have a minimum two years working experience in an integrated child care setting.
- Immunizations must be up-to-date in accordance with Public Health recommendations and includes Tuberculosis testing.
- Will have a vehicle and a valid driver's license
- Must pass a criminal/vulnerable records check.
- Must have good organizational skills
- Will be thoroughly familiar with the **Child Care and Early Years Act**
- Will have extensive knowledge of assessment tools, techniques and methods of screening tools

Other Preferred Qualifications

- Will be native in preference to other candidates
- Will have knowledge of traditional culture
- Must have the ability to establish and maintain effective working relationships with children, parents, staff and professional consultants

IMPACT OF ERROR:

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



CONTROL:

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 and Family Services Act.



**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? <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		
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