



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

SUPPORTIVE HOUSING CASE MANAGER – 058-19
MENTAL HEALTH, HEALTH 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, **March 20, 2019**, for the Supportive Housing Case Manager with Mental 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: The Supportive Housing Case Manager reports to and works under the direction and supervision of the Mental Health Manager. The Supportive Housing Case Manager assists the Mental Health Manager in the performance of statutory, advisory and operational duties related to the successful integration of clients into the community. The Supportive Housing Case Manager also assists the Mental Health Manager and Director of Health Services in the provision of culturally appropriate clinical community mental health programming within the policies and procedures established by Six Nations Elected Council.

Type	Full Time
Closing Date	March 20, 2019
Hours of Work	70 Hours Bi-weekly
Salary	To Be Determined

BASIC QUALIFICATIONS:

- University Degree in Social Work, Psychology or related discipline with 1 year of related experience in mental health or addictions **OR**
- College Diploma in Social Work or related discipline with 3 years related experience in mental health or addictions
- Must have a vehicle and a Class G driver's license
- Understands the importance of confidentiality and the ability to work with tact and discretion
- Knowledge of computers in Microsoft Office – MS Word & Excel an asset
- Good knowledge of the Six Nations Community an asset
- Willingness to maintain ongoing professional competency
- Native is preferred; specifically a residing Six Nations band member

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:
Supportive Housing Case Manager – Full Time – 058-19

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.

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.

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:

Supportive Housing Case Manager – Full Time – 058-19

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION DESCRIPTION -- HEALTH SERVICES

POSITION TITLE: Supportive Housing Case Manager

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Mental Health Manager, Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

To assist the Mental Health Manager in the performance of statutory, advisory and operational duties related to the successful integration of clients into the community.

To assist the Mental Health Manager and Director of Health Services in the provision of culturally appropriate clinical community mental health programming.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Employs appropriate assessment skills in the delivery of case management service to clients including: initial screening interview for program eligibility; screening for substance abuse; mental health status exam; risk assessment; treatment compliance; and needs assessment to determine strengths and needs.
- Provides assistance to Mental Health Nurses and Six Nations Crisis Workers in the provision of crisis service to community members and clients.
- Employs appropriate mental health and addictions intervention skills consistent with recovery and harm reduction philosophies including assessment, problem solving, clear communication, and de-escalation techniques.
- Provides opportunities for student employment and student placements with Mental Health by supervising appropriate student placements and summer student employment relevant to position.

2. Communications Functions:

- Employs excellent communication skills re: collaboration with community case managers to develop care plans; educating client on symptom management, relapse prevention and providing relevant health teachings;
- Advocates for optimum client health as requested, including but not limited to legal, shelter, finance, food, education, harm reduction etc.

- Involves appropriate health team members in the delivery of culturally appropriate health care as identified by client need, location and consent.
- Utilizes the cognitive behavioural approach to teach skills such as problem solving, anger management, self-control and coping strategies.
- Attends case conferences to review plans and coordinate services
- Attends staff and program meetings as required.

3. **Administrative Functions:**

- Manages individual client cases in a wholistic and culturally appropriate manner.
- Assists the Mental Health Outreach Worker in the development and delivery of community education programs for client families, community members, agencies and educational institutions.
- Maintains documentation according to Health policy standards and guidelines.
- Employs effective decision-making skill to prioritize program needs, client needs and crisis response.
- Maintains clinic statistics by fulfilling annual work plan activities and documenting of required information.

4. **Other Functions:**

- 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.
- Performs related duties respective of educational qualifications and skill as may be required by the Director of Health Services and/or Mental Health Services.
- 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

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:

With the Mental Health Manager

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

With Six Nations Human Services Committee

Provides technical support and advice for administration and operational responsibilities. Develops positive relationships with individuals, families and leaders of the Six Nations Community.

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 sound, professional working relationships.

With the Public

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

KNOWLEDGE AND SKILLS:**Minimum Requirements:**

- University degree in social work, psychology or related discipline with 1 year of related experience in mental health or addictions
- OR
- College diploma in social work or related discipline with 3 years of related experience in mental health or addictions
 - Must have a vehicle and a Class G driver's license
 - Understands the importance of confidentiality and the ability to work with tact and discretion

Other Related Skills:

- Knowledge of computers in Microsoft Office – MS Word & Excel an asset
- Strong interpersonal, verbal and written communication skills an asset
- Good knowledge of the Six Nations Community an asset
- Willingness to maintain ongoing professional competency
- Native is preferred; specifically a residing Six Nations band member.

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>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.</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	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