**Family Engagement Driver**

**CASUAL PART TIME MULTIPLE POSITIONS**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) **From September 17, 2025 to October 1, 2025 or until the positions are filled** for the casual **Family Engagement Driver (multiple positions)** with Ogwadeni:deo. The Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through  [Get Involved – Ogwadeni:deo (ogwadenideotco.org)](https://ogwadenideotco.org/get-involved/)  or email careers@ogwadenideotco.org

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**Only qualified applicants eligible for interview will be contacted, thank you to all other applicants for your interest.**

**JOB SUMMARY:**

Ogwadeni:deo is seeking a reliable, friendly, and child-centered individual to join our team as a casual Driver. This role is essential in supporting children and families by providing safe and timely transportation for child access visits, children’s medical and therapeutic appointments, and program-related errands.

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| **Type** | Casual Part Time |
| **Closing Date** | From September 17, 2025 until positions filled. |
| **Term:** | Term Contract |
| **Hours of Work** | Variable Hours 0 -32 hours |
| **Wage** | TBD |
| **Number of Position:** | Multiple |

**BASIC QUALIFICATIONS:**

* Valid **Class G Driver’s License** with a clean driving record.
* Experience working with children and families is an asset.
* Strong interpersonal skills; friendly and respectful demeanor.
* Ability to remain calm and supportive in emotionally sensitive situations.
* Knowledge of Six Nations community and surrounding areas preferred.
* Must pass a Vulnerable Sector Check and other background screenings

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:**

1. 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.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

**FAMILY ENGAGEMENT DRIVER**

**CASUAL PART TIME MULTIPLE POSITIONS**

**c/o Reception Desk**

**2469 Fourth Avenue**

**Ohsweken, Ontario N0A 1M0**

**Business Hours Monday to Friday 8:30 am to 4:00 pm**

**Method #2: EMAIL SUBMISSION**

1. Please ensure all required documents are provided/uploaded with your application package, which include:
	1. 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.
	2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
	3. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package to **David Walpole**, Human Resources Manager at careers@ogwadenideotco.org
	1. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to David Walpole, Human Resources Manager at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.

**Method #3:  Online**

1. Please visit: [Get Involved – Ogwadeni:deo (ogwadenideotco.org)](https://ogwadenideotco.org/get-involved/) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
	1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
	2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
	3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at careers@ogwadenideotco.org

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| **Title of Immediate Supervisor:** | Family Engagement Coordinator | **Team:** | Family Support |

**Mission**

**We are dedicated to assume our responsibilities for taking care of children in partnership with the community:**

* **By strengthening families through healing at home and in the community,**
* **By practicing client centered approaches,**
* **By honouring the family of origin,**
* **By valuing, upholding and bringing forward Ogwehon:we/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and**
* **By respecting the expertise within the community.**

**We will demonstrate kindness and understanding to reinforce Ogwehon:we values in the practices of delivering, managing and administering our services. We strengthen the relationships of women and men in a gender balanced development of family systems.**

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| **Purpose of the Role**  |  |
| Ogwadeni:deo is seeking a reliable, friendly, and child-centered individual to join our team as a casual Driver. This role is essential in supporting children and families by providing safe and timely transportation for child access visits, children’s medical and therapeutic appointments, and program-related errands |
| **Major Position Responsibilities**  |  |
| **RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH*** Safely transport children and families to and from scheduled access visits.
* Drive children to medical, mental health, and other appointments as required.
* Support program staff by completing errands such as picking up supplies or delivering documents.
* Maintain a clean, safe, and child-friendly vehicle environment.
* Communicate respectfully and professionally with children, families, and staff.
* Ensure confidentiality and uphold the values and standards of Ogwadeni:deo.
* Complete daily logs and mileage reports as required.

**RESPONSIBILITIES TO OGWADENI:DEO THE AGENCY** * Immediately notifies assigned Child Protection Worker, Family Support or covering worker of any potentially harmful situations or concerns that may negatively affect the client or client’s child(ren)
* Maintains contact with the supervisor as requested to develop and advise scheduling or cancellation of client meetings
* Maintain confidentiality of client information, such as client service plan, personal goals and progresses made, except to assigned Child Protection Worker, Family Support or covering worker
* Shall conduct themselves in a non-judgmental, supportive, and unbiased approach with clients
* Keeps assigned Child Protection Worker, Family Support updated and informed of client’s progression and/or ongoing concerns
* Acts as a role model and represents and promotes the Ogwadeni:deo Program in a courteous, cooperative and professional manner.
* Performs other duties as assigned by the supervisor
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| **Knowledge, Experience & Skills Required** |  |
| **Basic/Mandatory Requirements*** Valid Class G Driver’s License with a clean driving record.
* Experience working with children and families is an asset.
* Strong interpersonal skills; friendly and respectful demeanor.
* Ability to remain calm and supportive in emotionally sensitive situations.
* Knowledge of Six Nations community and surrounding areas preferred.
* Must pass a Vulnerable Sector Check and other background screenings.

**Knowledge Requirements*** Must be knowledgeable with respect to Six Nations’ cultures and the cultures of families of other First Nations who reside in the designated service delivery area
* Should be familiar with traditional methods of dispute resolution
* Must be thoroughly familiar with Ogwadeni:deo framework and operational policies and procedures

**Ability Requirements*** Ability to relate effectively to Ogwadeni:deo Community Commission Members, Managers, Supervisors and Staff, the management and staff of the courts, of other programs/agencies and of provincial/federal officials as a diplomatic and flexible team player
* Strong organizational skills to manage a varied workload
* Ability to exercise initiative, deal with multiple priorities and demonstrate sound judgment
* Analyze information, problem-solve and make solid recommendations
* Possess initiative and ability to work independently
* Ability to work with tact and discretion
* Deal with highly sensitive and personal information in a confidential manner
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| **Specific Working Conditions & Requirements** |  |
| * Flexible schedule including occasional evenings and weekends.
* Driving in various weather conditions.
* Interaction with children and families who may be experiencing stress or trauma
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