

**GANOHKWASRA FAMILY ASSAULT SUPPORT SERVICES
MANAGER OF CHILD AND YOUTH SERVICES**

All applicants must be willing to provide service in a holistic environment that encompasses men, women and children.

STARTING SALARY: \$80,000

CLOSING DATE: Friday January 30th, by 4:30pm

GENERAL STATEMENT OF DUTIES:

Under the direction of the Executive Director of Ganohkwasra; is responsible for managing and overseeing the Tsi tionkwatention A non:wara Rason:ne My Home on Turtle Island Youth Lodge along with the educational component. Managing the process of therapeutic and psychoeducational counselling/programming to Gaodwiya:noh programs, ensuring case management duties are completed according to minimum standards, managing the development and facilitation of community presentations on human trafficking and children and youth, preparing and maintaining administrative duties, demonstrating a supportive, respectful and harmonious team environment.

BASIC REQUIREMENTS:

- Masters/Bachelor of Social Work Degree or relevant discipline with a minimum of five years related work experience in a residential setting
- Minimum of two years' experience in the supervision of personnel in a residential program
- Must understand the impact of family, intimate partner & sexual violence; human trafficking and the impact on the individual family, clan, nation and community.
- Must provide three written letters of reference
- Must be able to provide a current favourable Police Record Check including a Broad Record Check Report
- Must possess a valid Driver's License and provide a proven safe driving record as indicated by a Driver Record Search
- Preference will be given to applicants of Native ancestry
- Successful candidates must pass a Pre-Employment Medical Questionnaire

DIRECTIONS:

To be considered, applications **MUST** include a cover letter, resume, and 3 current letters of reference. All documents should clearly state the position applying for.

Please indicate **“CONFIDENTIAL” AND “ATTENTION DIRECTOR” and the position applying for** on the envelope. Only successful candidates will be contacted.

Mail to: Ganohkwasra Family Assault Support Services
 P.O. Box 250
 Ohsweken, ON N0A 1M0

GANOHKWASRA FAMILY ASSAULT SUPPORT SERVICES MANAGER OF CHILD AND YOUTH SERVICES

Deliver to: 1781 Chiefswood Rd.

Email to: bthomas@ganohkwasra.com

Fax to: 519-445-4825

STATEMENT OF QUALIFICATIONS

Employees will be required to expand and enhance his/her knowledge, abilities and personal suitability and be able to demonstrate/implement these requirements on an ongoing basis.

BASIC REQUIREMENTS:

- Masters/BA in social work or relevant discipline and a minimum of five years related work experience
- minimum of two years' experience in the supervision of personnel in Social Work field
- *Must provide three written letters of reference*
- *Must be able to provide a current favourable Police Record Check including a Broad Record Check*
- *Must understand the impact of family, intimate partner (IPV) & sexual violence, human trafficking and the impact on the individual family, clan, nation and community.*
- *Must possess a valid Driver's License and provide a proven safe driving record as indicated by a Driver Record Search*
- *Successful candidates must pass a Pre-Employment Medical Questionnaire*
- preference will be given to candidates of Native ancestry.

KNOWLEDGE:

- Ganohkwasra mission and objectives
- Understanding of family, intimate partner & sexual violence, impact of human trafficking, the dynamics of abuse, its effects on individual family and community
- Group development, facilitation and community engagement sessions
- Awareness of traditional and non-traditional community resources
- Haudenosaunee culture and Traditions
- Community diversity concerning culture, values and customs
- Impact of assimilation and colonization on the community
- Traditional life cycle responsibilities (human growth and developmental stages)
- Current Provincial and Federal legislation relating to Ganohkwasra services
- Must have knowledge of Canada Labor Code
- Appropriate services and resources

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ABILITY:

- To oversee the maintenance of the case management system
- To communicate at a high oral and written level
- To work independently and without direct supervision
- To supervise in an objective, respectful and sensitive manner
- To supervise and provide supportive leadership to staff
- To provide a quality working environment for the staff
- To competently operate office equipment; computers, computer programs, case management system; and other therapeutic equipment
- To develop and maintain quality time management skills
- To maintain a good rapport with external resources
- To assess, prioritize and complete multiple responsibilities
- To work flexible hours
- To be punctual
- To work in a highly stressful environment
- To work with a high-risk population

PERSONAL SUITABILITY:

- Confident in networking and public speaking
- Strong interpersonal skills
- Sensitive to other cultures, customs and traditions
- Maintains and respects healthy boundaries with all individuals
- Cooperate with others to foster teamwork
- Objective, respectful and sensitive in the performance of all duties
- Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available
- Build strong relationships within the community

DETAILED STATEMENT OF DUTIES

The Manager of Child and Youth Services will fulfill the requirements of this position under the direct supervision of the Executive Director.

Manage the implementation of safe therapeutic and psychoeducational service delivery and residential services by:

- ensuring services are provided that adhere to the requirements set out by the funding sources
- developing and maintaining up-to-date residential program manuals
- developing and overseeing the implementation of minimum standards for residential services and therapeutic & psychoeducational counselling services

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- developing required policy, protocols and agreements to enhance services
- reviewing Child and Youth Intake Applications and providing recommendations
- overseeing and managing the development of annual program plans, identifying financial requirements and expected outcomes
- providing supportive leadership to Supervisors and designated staff members
- ~~ensuring group development, facilitation and community engagement sessions meet GFASS standards of service~~
- providing on-call coverage to Ganohkwasra services on a rotational basis
- reviewing and revising on-call procedures as required
- sitting on external committees as deemed relevant to residential programming
- networking and liaising with sister organizations to enhance residential programming
- *establish strong and resourceful collaborative relationships*
- *gathering community feedback that is representative of the diversity and of the unique experiences of Haudenosaunee children and youth to support need*

In accordance to the minimum standards ensure all case management responsibilities are current and accurate by:

- supervising and submitting documentation for feedback, revision and approval
- supervising the completion of client contact and case management tracking sheets
- supervising, organizing and implementing safety plans in high-risk situations
- supervising all disclosures, safety plans and/or serious occurrences are reported to appropriate authorities
- supervising the completion of charting according to the A, B, C, D format
- supervising the filing of incoming/outgoing correspondence
- supervising the follow up of referrals
- supervising the revisions of healing journey plan of care
- supervising the preparation and participation in case conference(s)/review(s) as deemed necessary
- supervising, organizing/attending all relevant case management meetings
- supervising the completion of discharge summaries
- supervising the completion and follow-up of all evaluations
- supervising/reviewing all case files
- securing all files in a designated storage area and prohibiting the removal of files from the building

Conduct and maintain managerial duties in relation to residential services and therapeutic/psychoeducational counselling by:

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- providing direct supervision to Youth Lodge supervisor and Gaodwiya:noh supervisor and designated full time and contract positions
- ensuring adherence to the contents of the Ganohkwasra Family Assault Support Services operations manual
- completing performance reviews for each staff member according to policies and procedures
- working closely with the Manager of Therapeutic Services to coordinate training (internal and external) and clinical supervision meetings
- ensuring submission of all year-end reports to the Executive Director
- attending Board of Directors meetings as required
- working with Manager of Financial Services to ensure program budgets are maintained
- planning, attending and participating in staff meetings as deemed necessary.
- planning staff training sessions
- providing support to ensure skills obtained in professional development are utilized
- assisting with any evaluation process and/or review as required by funding sources
- compiling, researching and assisting with funding applications and proposals
- participating in the annual review of policy and procedures and providing recommendations
- providing consistent individual and group supervision
- providing consistent counselling support/expertise
- reviewing group summary reports
- completing all duties will be in the strictest of confidence
- approving purchases when required
- approving, guiding and monitoring succession leaders

Promote a supportive, respectful and harmonious team environment by:

- working cooperatively and in coordination with all staff members
- communicating concerns will all staff members in a sensitive and direct manner to promote understanding and resolution
- assisting staff with the identification of transferences and counter transferences
- participating in special events related to client and community wellness spirit
- assisting with general housekeeping and having knowledge to maintain safety requirements of the organization
- monitoring residential services when necessary
- encouraging, supporting and modelling positive environment building
- providing compassion/nurturance to those involved with Ganohkwasra who are

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- experiencing death/tragedy e.g. cooking, as time permits
- informing/liaising with other agencies/community members about family violence/IPV, sexual violence and Human trafficking from a Haudenosaunee perspective as identified
- being willing to participate in personal therapeutic healing process and provide documentation as required/requested
- relating to one another with respect and kindness to promote the principles of the Good Mind
- promoting Haudenosaunee principles, values, beliefs, language and customs
- ongoing maintenance of personal and professional growth and development

Develop, manage and oversee the implementation of the educational component for the Youth Lodge by:

- researching and compiling data in support of an educational facility for the development of youth educational initiative
- assisting with proposal development for the educational needs of the organization
- ensuring services are provided that adhere to the requirements set out by the Ontario Education Act
- developing and overseeing the implementation of minimal standards for the educational initiative
- developing required educational policy, protocols and agreements to enhance services
- reviewing Educational Intake Applications and providing recommendations
- liaising with local education departments and school boards
- compiling the data as required by the funding sources
- networking and liaising with organizations to enhance educational programming
- overseeing and managing the development of the educational services, identifying financial requirements and expected outcomes
- providing supportive leadership to the Educational Instructor and designated staff members
- liaising with local education departments and school boards