

**GANOHKWASRA FAMILY ASSAULT SUPPORT SERVICES
TSI TIONKWENTENTION A'NON:WARA RASON:NE
YOUTH LODGE RELIEF COUNSELLOR**

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

HOURLY RATE: \$18.00 per hour

CLOSING DATE: on going

GENERAL STATEMENT OF DUTIES:

Under the direction of the Youth Lodge Supervisor, the Youth Lodge Relief Counsellor is responsible for planning and facilitating safe therapeutic counselling; ensuring case management duties are completed according to minimal standards; preparing and maintaining administrative duties; and demonstrating a supportive, respectful and harmonious team environment.

BASIC REQUIREMENTS:

- Post Secondary graduate in Child and Youth Work, Social Work or relevant discipline or a minimum of three years equivalent combination of work and volunteer experience in the provision of services regarding family violence and other relevant disciplines.
- Must provide three written letters of reference
- Must be able to provide a current Criminal Records Search including a Vulnerable Sector Screening 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:

In order 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**. Only successful candidates will be contacted.

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

Deliver to: 1781 Chiefswood Rd.
Ohsweken, ON

Email to: dhenry@ganohkwasra.com

Fax to: 519-445-4825

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STATEMENT OF QUALIFICATIONS

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

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KNOWLEDGE:

- Ganohkwasra mission and objectives
- Understanding of family violence and the dynamics of abuse and its effects on individual, family and community
- Awareness of traditional and non-traditional community resources
- Haudenosaunee culture and Traditions
- Community diversity concerning culture, values and customs
- Assimilation and the impact on the community
- Traditional life cycle responsibilities (human growth and developmental stages)
- Ministry/funding source requirements as set out by the Ontario Child and Family Services Act and the Children's Residential Licensing Manual
- Appropriate services and resources

ABILITY:

- To keep abreast of new theories and approaches in the field of family violence
- To plan and facilitate safe therapeutic counselling
- To maintain case management system
- To communicate at a high oral and written level
- To work independently and without direct supervision
- To competently operate office equipment; computers, photocopiers, fax machine and gym 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 be available, dependable and punctual for required shifts
- To work flexible hours
- To work in a highly stressful environment

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PERSONAL SUITABILITY:

- Sensitive to other cultures, customs and traditions
- Maintains and respects healthy boundaries with all individuals
- Able to demonstrate personal and professional ethics; responsibility, initiative and co-operation
- Cooperates with others to foster teamwork
- Objective, respectful and sensitive in the performance of all duties

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DETAILED STATEMENT OF DUTIES

The Youth Lodge Relief Counsellor will fulfill the requirements of this position under the direct supervision of the Youth Lodge Supervisor.

Planning and facilitating safe therapeutic counselling to individuals and / or families by providing:

- adhering to the requirement set out by the Ontario Child and Family Services Act and the Children's Residential Licensing Manual
- accurate and complete intake packages
- orientation to the environment and counselling
- individual sessions
- group sessions according to need
- family / mediation sessions as identified
- crisis counselling intervention
- monthly programming (i.e.) life skills development, recreation and outings
- assistance in the gathering and development of traditional and non traditional resource material
- telephone support and home visits as deemed necessary and safe
- support as an advocate and liaison
- referrals to appropriate resources
- transportation when assessed as appropriate

Ensuring case management duties are completed in accordance to the minimal standards ensure all case management responsibilities are current and accurate by:

- submitting documentation for feedback, revision and approval
- updating client contact sheets
- identifying and developing safety plans for high risk situations
- reporting all disclosures, safety plans and / or serious occurrences to appropriate authorities
- completing charting according to A, B, C, D format
- filing of incoming / outgoing correspondence
- reviewing current case notes relating to shift
- completing discharge summaries
- securing all files in a designated locked storage area and ensuring files are not removed from the building
- collecting, recording, storing, dispensing and locking of all medications

*All files are subject to a file maintenance review

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Prepare, conduct and maintain administrative duties in a timely manner by providing:

- adhering to and abiding by the contents of the Ganohkwasra Family Assault Support Services operations manual
- completing and submitting weekly timesheets, appropriate leave forms, monthly reports, Professional / Personal Development requests and summaries as identified
- individual and group summary reports as required
- assisting in the development of annual work and training plans
- assisting in any evaluation process and / or review as required by funding sources
- completing all requirements of supervision (preparation, participation and completion)
- attending to all mandatory meetings and training as required
- submitting all internal and external documentation to immediate supervisor for review and signature
- completing all duties in the strictest of confidence
- assisting and planning of menus, purchasing of groceries and supplies when required

Promote a supportive, respectful and harmonious team environment by:

- working cooperatively and in coordination with all staff members
- communicating concerns with all staff members in a sensitive, direct manner to promote understanding and resolution
- providing compassion / nurturance to those involved with Ganohkwasra who are experiencing death / tragedy e.g. cooking
- participating in special events related to Ganohkwasra initiatives to encourage wellness and spirit
- assisting in general housekeeping and maintaining safety requirements of the Youth Lodge
- informing / liaising with other agencies / community members about family violence from a Haudenosaunee perspective as identified
- planning, implementing and / or assisting with fund raising activities
- monitoring the care of Ohkwehon:we tobacco (planting, harvesting, drying)
- 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