

**GANOHKVASRA FAMILY ASSAULT SUPPORT SERVICES
TSI TIONKWATENTION A'NON:WARA RASON:NE YOUTH LODGE SUPERVISOR
TWO (2) YEAR CONTRACT**

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

CLOSING DATE: TUESDAY, DECEMBER 1, 2020 AT NOON

GENERAL STATEMENT OF DUTIES:

Under the direction of the Manager of Residential Services is responsible for supervising, planning and facilitating safe therapeutic counselling; ensuring case management duties are completed according to minimal standards and meet the requirements of the Ministry License Review, preparing and maintaining administrative duties, demonstrating a supportive, respectful and harmonious team environment.

BASIC REQUIREMENTS:

- Post Secondary graduate in Social Work or relevant discipline with a minimum of five years related work experience.
- Minimally, two years experience in the supervision of personnel in the human services field.
- Must provide three current written letters of reference
- Must be able to provide 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 Driver Record Search
- Must be willing to work a set schedule consisting of days and afternoons to meet the needs of the facility.
- Preference will be given to applicants of Native Ancestry

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** on the envelope. 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

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

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- Must provide three written letters of reference
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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, specifically related to youth Mental Health
- Awareness of traditional and non-traditional community resources
- Haudenosaunee culture and traditions
- Diversity in community culture, values and customs
- Assimilation and the impact on the community
- Traditional life cycle responsibilities (human growth and developmental stages)
- Current provincial, federal legislation and MCYS Licensing relating to Ganohkwasra services
- Appropriate resources

ABILITY:

- To keep abreast of new theories and approaches in the field of family violence, mental health and trauma
- To supervise, plan and facilitate safe therapeutic counselling and intake packages
- To supervise and maintain case management system
- To communicate at a high oral and written level
- To supervise in an objective, respectful and sensitive manner
- To supervise, work independently and provide adequate support to staff
- To supervise and competently operate office equipment; computers, photocopiers, fax machine and gym equipment
- To supervise the development and maintenance of quality time management skills
- To supervise the assessment, prioritization and completion of multiple responsibilities
- To maintain and facilitate a good rapport with community resources
- To work flexible hours that encompasses shift work on a rotational basis
- To be punctual
- To supervise in a highly stressful environment.

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- To work with a high risk population.

PERSONAL SUITABILITY:

- Sensitivity to other cultures, customs and traditions
- Maintains and respects healthy boundaries with all individuals
- Able to supervise and demonstrate personal and professional ethics; responsibility, initiative and cooperation
- Cooperates and works well with others to foster teamwork
- Makes rationale, realistic and sound decisions based on consideration of all the facts and alternatives available.

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DETAILED STATEMENT OF DUTIES

The Youth Lodge Supervisor will fulfill the requirements of this position under the direct supervision of the Manager of Residential Services.

Supervise, plan, facilitate and ensure safe therapeutic counselling are being provided to individuals and/or families by overseeing:

- accurate and complete intake packages
- recommendations for Youth Lodge applicants
- orientation to the environment and counselling process
- complete comprehensive assessments, circle of life self-assessment and plan of care
- ongoing assessment of short and long term goals as identified in individual plan of care
- regular individual sessions
- group sessions according to need
- mediation sessions as identified
- family sessions as identified
- crisis counselling intervention
- monthly programming
- 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

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

- supervising and submitting documentation for feedback, revision and approval
- supervising, reviewing and maintaining case management data and information responsibilities.
- monitoring and ensuring all requirements of licensing are adhered to throughout the year.
- 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 and ensuring 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 plan of care
- supervising the completion of discharge summaries
- supervising the completion of evaluations
- supervising/reviewing all case files
- securing all files in a designated storage area and prohibiting the removal of files from the building
- supervising the preparation and participation in case conference(s)/review(s) as deemed necessary

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- supervising, organizing/attending all relevant case management meetings
- supervising the collection, recording, storing, dispensing and locking of medications
- properly disposing of unclaimed medications directly to the pharmacy

Supervise, 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, operational reports, annual work and training plans, Professional/Personal Development requests and summaries as identified
- on-call coverage to Ganohkwasra services on a rotational basis
- performance reviews for each staff member according to policies and procedures
- support to ensure skills obtained in professional development are utilized
- individual and group summary reports as required
- assistance in the evaluation process and/or review as required by funding sources
- consistent individual supervision
- consistent counselling support/expertise
- all requirements of supervision
- attendance to all mandatory meetings and training as required
- all internal and external documentation to immediate supervisor for review and signature
- all duties will be completed in the strictest of confidence
- approval / assistance in planning of menus, purchasing of groceries and supplies when required

Supervise and promote a supportive, respectful and harmonious team environment by:

- working cooperatively and in coordination with the supervision team and effectively implement the plans for residents, staff and the facility.
- communicating concerns with all staff members in a sensitive, direct manner to promote understanding and resolution
- assisting in the identification of transferences and counter transferences
- attending and participating in mandatory staff meetings and staff training sessions
- 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
- organizing, facilitating and monitoring residential searches when deemed necessary
- informing/liasing with other agencies/community members about family violence from a Haudenosaunee perspective as identified
- planning, implementing and/or assisting with fundraising activities
- monitoring the care of Ohkwehone:we tobacco (planting, harvesting, drying)
- 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.