



SUPPORT TEAM LEADER 092R1-21-1
OGWADENI:DEO, SOCIAL SERVICES
FULL TIME

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021**, for the Support Team Leader with Ogwadeni:deO, Social Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Support Team Leaders report to and work under the direction of the Director. Each Support Team Leader is responsible for assigning, coordinating, supervising, monitoring and evaluating a team of approximately 8 front-line staff engaged in the several processes of: initial intake, response to reports that an Ongwehonwe child/youth may be in need of protection, interventions with families in crisis to ensure the safety of children/youth, providing support to individuals and families found eligible for O Gwadeni:deO services, supporting those families whose children/youth are admitted to or taken into alternative care, providing support to children/youth admitted into alternative care, facilitating permanency care arrangements when appropriate, and for the performance of other related duties as determined by the O Gwadeni:deO management team.

Type	Full Time
Closing Date	October 27, 2021.
Hours of Work	37.5 Hours Weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Must have a BSW from a recognized school of Social Work; or an undergraduate degree in another Social Science field.
- Must have a minimum of 3 years progressive experience in the field of child and family services.
- Must have a valid class "G" driver's license.
- Must submit a negative police check.
- Will be Ongwehonwe in preference to other applicants.
- Must be willing to work flexible hours.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> 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 include:
 - a. 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.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River 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. 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:

Support Team Leader – Full Time – 092R1-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

**Six Nations Child Welfare Program
O GWADENI:DEO
Taking Care of Our Own
Position Description**

Support Team Leader

REPORTING RELATIONSHIP

The Support Team Leaders report to and work under the direction of the Director.

PURPOSE AND SCOPE OF THE POSITION

Each Support Team Leader is responsible for assigning, coordinating, supervising, monitoring and evaluating a team of approximately 8 front-line staff engaged in the several processes of: initial intake, response to reports that an Ongwehonwe child/youth may be in need of protection, interventions with families in crisis to ensure the safety of children/youth, providing support to individuals and families found eligible for O Gwadeni:deeo services, supporting those families whose children/youth are admitted to or taken into alternative care, providing support to children/youth admitted into alternative care, facilitating permanency care arrangements when appropriate, and for the performance of other related duties as determined by the O Gwadeni:deeo management team.

DUTIES AND RESPONSIBILITIES

1. Technical

- i. Ensures that children/youth and their families seeking or referred by others for O Gwadeni:deeo services are adequately interviewed and that their needs are adequately assessed; and determines that a case file be opened if and as it is determined that O Gwadeni:deeo can be of assistance either directly or through referral and coordination of services provided by other programs/agencies.
- ii. Ensures that all families involved with O Gwadeni:deeo and that all children/youth placed in alternative care are advised by assigned Team Members with respect to their rights under legislation.
- iii. Ensures that those deemed eligible for O Gwadeni:deeo services are adequately assisted in the development of a service plan that will address the identified needs (including the use of alternative care as a preventative measure, including the use of traditional interventions/services and including referral to others for the completion of clinical assessments where appropriate and the provision of needed, related services not provided by O Gwadeni:deeo).
- iv. Ensures that Support Team members assigned to a case act as the child/youth's and family's "case manager" in terms of facilitating access to other services, monitoring progress against plan and, in consultation with the child/youth, their family, their extended family/clan members and a Sakotinonha (person providing alternative nurturing home environment) if involved, recommends plan changes (including the return of a child/youth in care to their original caregiver's home) to the family's Support Team lead for review and approval as appropriate.

- v. Ensures that, when a report is received that a child/youth may be in need of protection, other than in the instance of an emergency, a protection assessment plan is prepared and approved, that each reported situation is adequately assessed through home visits and interviews with others who may have knowledge of the situation (e.g. extended family/clan members, other community members, teachers, police officers, doctors, etc.).
- vi. Ensures that, where a child/youth is found not to be in need of protection, it is determined whether or not services should be offered and/or accessed in order to resolve any issues identified in the situation reported.
- vii. Ensures that, where a child/youth is found to be in need of protection, that an appropriate, least intrusive initial action and service/safety plan is developed in consultation, whenever possible under the circumstances, with the immediate family and extended family/clan members; and that the plan developed is reviewed and approved or revised and approved in consultation with the family's Support Team lead.
- viii. Ensures that, where a child/youth is found to be in immediate danger, a 'place of safety' is identified (preferably in consultation with the family and extended family/clan members) and approved (if not previously approved) and that the child/youth is removed from their current home to that place of safety (preferably a home of a member of the extended family/clan or other community member).
- ix. Ensures that discussions with the adults and children/youth involved in a protection situation and with extended family/clan members are conducted in an effort to obtain voluntary agreement on the appropriate, least intrusive course of action (service plan) beyond ensuring the immediate safety of a child/youth.
- x. Ensures that, where voluntary agreement cannot be achieved with the family of the child/youth deemed in need of protection at the worker/extended family/clan discussion level, the use of the local Six Nations Alternative Dispute Resolution Process is offered and encouraged.
- xi. Ensures that the Team Member assigned to work with a child/youth requiring alternative care consults with the Alternative Care Resource Development Team, the family and extended family/clan members to identify an alternative Kotinonha (nurturing home environment) or other alternative care facility and to develop an appropriate care plan and agreement.
- xii. Ensures that, in consultation with the assigned Alternative Care Resource Development Team Member, a selected alternative caregiver is advised as to the needs of the child/youth, the probable adjustment problems anticipated and the methods of support that will be required/provided.
- xiii. Ensures that a child/youth placed in alternative care is assisted with the adjustment of to the new situation through counselling and other support as required; and that

this work is carried out in consultation with the family, assigned Alternative Care Development Team member and Sakotinonha or other care provider.

- xiv. Ensures that Team Members provide required and fully adequate support to all children/youth placed in alternative care and to his/her/their family with the objective, wherever possible, of having the children/youth return home.
- xv. Ensures that, where appropriate, application is made to have a placement declared "customary".
- xvi. Ensures that a child/youth and a selected long-term family are adequately prepared for a probationary placement.
- xvii. Ensures that the initial long-term or permanent placement process is adequately coordinated and that post-placement counselling and support is provided to the child/youth and the family as required.
- xviii. Ensures that the assigned Team Members advise the Team Leader when and if they have reason to believe that a child/youth or children/youth may need to be removed from a family they are working with or a Kotinonha, that such reports are reviewed and appropriate action approved and taken.
- xix. Ensures that any professional assessment and treatment that is recommended for a child/youth or family member is reviewed and, if approved, is incorporated into the service plan and accessed.

2. Administration

- i. Ensures that proper notice is made to and consultation initiated with a child/youth's First Nation Representative where the child/youth that is the subject of a protection assessment is a member of a First Nation other than Six Nations or another Ongwehonwe Community.
- ii. Provides day-to-day clinical direction and support to Team Members, including post-intervention debriefing and support as required
- iii. Participates in the hiring of Team Members.
- iv. Conducts staff evaluation at the conclusion of a probationary period, annually and when deemed necessary in view of any concerns that may arise.
- v. Participates in the development of the annual staff training/professional development plan based on the results of staff evaluations
- vi. Conducts an annual review of the content of the Support Team Member position description and recommends any needed changes to O Gwadeni:deo's management team.

- vii. Ensures that a warrant are acquired to facilitate protection assessment where an alleged situation does not require immediate action and time permits.
- viii. Ensures that, in those cases in which voluntary agreement cannot be achieved through discussion and use of the alternative dispute resolution process and where service is deemed necessary to ensure the protection of the child/youth involved, the requisite documentation is prepared for the Director (and legal counsel if necessary) and that an application is made to a provincial Family Court.
- ix. Ensures that a Team Member, in consultation with the Alternative Care Resource Team, conducts reviews of the files of potential custom or legal adoptees and persons willing to apply for legal guardianship in relation to the long term needs of all children/youth requiring a long-term or permanent arrangement; and that the necessary background information on any child/youth to be placed in a permanent arrangement is gathered and documented prior to a probationary placement.

3. Finance

- i. Reviews and approves recommendations made by Support Team Members (purchased professional services) and/or the Alternative Care Resource Development Team (e.g. per diems) to provide financial support to both temporary and permanent care providers that are within the Teams budget allocation, and recommends to O Gwadeni:deo's management team that the financial support be provided when the cost of support exceeds budget allocation.
- ii. Participates in the development of the annual budget and expenditure plan based on the identification of Team support and programming requirements.

4. Communications

- i. Maintains regular communications with other community-based and external service providers pertinent to sharing general information, sharing ideas about effective protective interventions and service delivery and encouraging maximum coordination of program services.
- ii. Participates as directed in the development of protocols respecting such matters as: referral, information-sharing, confidentiality, case conferencing, service availability, care/support planning, police involvement, role and involvement of protection program staff in service provision by other agencies.
- iii. Participates as directed in public forums, including the media, to communicate the responsibilities and practices of the O Gwadeni:deo Program and to develop and maintain public support.

5. Other Related Duties

- i. Ensures the effective implementation of other duties as determined by O Gwadeni:deo's management team; including the provision of:
 - assistance with the process of monitoring the adequacy of existing policies, procedures and standards and of the organization structure, and developing

recommended revisions where required.

- assistance with the process of identifying and substantiating evolving needs of children, youth and their families and the design of services required to address changing needs.
- assistance with the preparation of monthly, quarterly and annual services reporting as directed.

Working Conditions

This position, given that the primary responsibility is to ensure the safety of children/youth who are alleged to be and may be found to be need of protection and managing a team interacting with families in relation to sensitive issues can involve considerable mental and emotional stress, especially where the staff are involved in traumatic situations involving families, children and youth.

Working Relationships

With the O Gwadeni:deo management team:

Takes direction from and works closely with the Director on a day-to-day basis in supporting the Director in fulfilling his/her obligations to the Commission, the Six Nations Community and Ogwehonewe families residing on and off reserve in Brant County.

With Other O Gwadeni:deo Program Managers, Supervisors and staff

Provides information and assistance, and works in a cooperative and courteous manner in support of O Gwadeni:deo's management team in ensuring mutually-served clients receive the best possible, coordinated service.

With the Community

Acts as a role model and represents and promotes the O Gwadeni:deo Program in a courteous, cooperative and professional manner.

Impact of Error

Errors in carrying out the responsibilities of the position could result in:

- loss of credibility, trust and public confidence in the O Gwadeni:deo Program,
- harm or injury to employees or children/youth and their families;
- legal and/or financial liabilities,
- loss of protection designation and program funding,

Control

As a Support Team Leader, provides day-to-day direction and support to the front-line staff under the supervision of the O Gwadeni:deo management team and within the requirements of

O Gwadeni:deo policies, procedures and standards approved by the O Gwadeni:deo Commission.

Qualifications

Basic/Mandatory Requirements

The successful applicant:

- must have a BSW from a recognized school of Social Work; or an undergraduate degree in another Social Science field.
- must have a minimum of 3 years progressive experience in the field of child and family services.
- must have a valid class "G" driver's license.
- must submit a negative police check.
- will be Ongwehonwe in preference to other applicants.
- must be willing to work flexible hours.

Knowledge Requirements

The successful applicant:

- must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines;
- must be knowledgeable respecting Six Nations' cultures and of the cultures of families of other First Nations who reside in the designated service delivery area;
 - must be thoroughly familiar with service delivery policies and procedures;
 - must have extensive knowledge of the range of methods and techniques involved in both traditional approaches to helping as well as contemporary social service work strategies.

Ability Requirements

The successful applicant(s) must demonstrate ability to:

- relate effectively to community members and their children.
- supervise staff performing a range of service functions.
- relate effectively to other staff as a diplomatic and flexible team player.
- work effectively with the management and staff of other programs/agencies.
- communicate effectively in writing and verbally.
- use basic computer software (e.g. Word, Excel, Case Management Data Bases).