



BAND REPRESENTATIVE 042R4-22-2
CHILD AND FAMILY SERVICES, 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, **June 29, 2022**, for the Band Representative with Child and Family Services, 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 Band Representative reports to and works under the direction and supervision of the Supervisor of the Band Representatives of Child and Family Services.

Under the direction of the Supervisor of Band Representatives for conducting the process of repatriation through the Band Representative function according to the provisions of the Child, Youth and Family Services Act; and for the performance of other related duties as determined by the Supervisor of the Band Representative Unit.

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| Type | Full Time |
| Closing Date | June 29, 2022 |
| Term: | Permanent |
| Hours of Work | 35 Hours weekly |
| Wage | Up to \$55,000 |

BASIC QUALIFICATIONS:

- Will have a University Degree or Community College Diploma in Social Work; or related field;
- Will have two years experience in working with Native Children and their families;
- A valid Ontario class "G" driver's license and a principal driver of a reliable vehicle;
- Must pass a Criminal Record Check before employment commencement;
- Ongwehonweh in preference to other applicants;
- Available to work flexible hours in accordance to working environment;
- Will be knowledgeable about Haudenosaunee culture and the contemporary characteristics of the Six Nations' social structure;

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.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Band Representative – Full Time – 042R4-22-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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SIX NATIONS SOCIAL SERVICES,
CHILD AND FAMILY SERVICES,
BAND REPRESENTATIVE
Full-Time

REPORTING RELATIONSHIP

Reports to and works under the direction and supervision of the Supervisor of the Band Representatives of Child and Family Services.

PURPOSE AND SCOPE OF THE POSITION

Under the direction of the Supervisor of Band Representatives for conducting the process of repatriation through the Band Representative function according to the provisions of the Child, Youth and Family Services Act; and for the performance of other related duties as determined by the Supervisor of the Band Representative Unit.

KEY DUTIES AND RESPONSIBILITIES

1. Technical Functions:

- Receiving, reviewing and investigating (or coordinating the investigation of) all third-party concerns reported including notifications received from external child and family service agencies/societies respecting apprehensions, status reviews or adoption placements;
- Receiving and interviewing persons seeking support;
- Collecting and/or coordinating the collection of further information that may be necessary to determining the eligibility of a potential client for child and family or other Six Nations' or external services available; or determining the appropriateness of community involvement in cases involving children of community members for which notification has been received from external child and family service agencies / societies;
- Accessing the assistance of other staff in reviewing situations and interviewing clients in the process of determining service eligibility when appropriate;
- Responding to the needs expressed with immediate information and /or advice (brief service) when appropriate;
- Referring those in need to other internal/external services as appropriate;
- Recommending to the Supervisor that a case be opened where appropriate or that community involvement be initiated in an external case as appropriate;
- Recommending to the Supervisor approval for immediate, emergency action and support where appropriate; and by updating the case information system is required.

2. Administrative Functions:

- Complete monthly, quarterly and annual reports;

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- Maintain up to date client lists;

3. Communications Functions:

- Represents and advances the collective interest of Six Nations of the Grand River in the children of members who have been apprehended by external child and family service agencies (when community involvement has been deemed appropriate) by acting as the official representative of the community in interaction with the external agency and in court proceedings;
- Building and maintaining respectful relationships with families, service providers within the Social Services department, departments under Six Nations Council and community services and agencies on and off Six Nations of the Grand River;
- Maintaining confidentiality by following the *Personal Health Information Protection Act (PHIPA)* and the *Personal Information Protection and Electronic Documents Act (PIPEDA)* compliance legislation regulations;
- Participate in regularly scheduled and ad hoc tem meetings;
- Attend / participate in community events;
- Work respectfully and effectively with children, family, and other community members; in particular with Elders;
- Effectively interpret and respond to community needs;
- Participate in team development and team approaches to problem solving;
- Role modeling as Unit Assistant / Legal Support, the highest standards consistent with Six Nations Child and Family Services Code of Practice and Policies.

4. Other Functions:

- Any other related duties as assigned by the Supervisor of Band Representatives Unit which includes, but is not limited to, participation in the Six Nations Emergency Response Plan and participation in Crisis Services.

WORKING CONDITIONS:

- Work involves mental stress, subject to deadlines, interruptions and unscheduled hours, requires interaction with the public, flexibility of working afterhours and weekend events, and;
- Ability to take direction, prioritize and work independently;

WORKING RELATIONSHIPS:

Working with the Supervisor

- Receives direction, guidance and discusses plans, and priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision;
- Familiar with Six Nations Council policies and procedures;

Working with Directors and Managers:

- Provides information and assistance in a cooperative and courteous manner

Working with Six Nations Council staff and other Service Provider Agencies:

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- With courtesy, cooperation and team work represents Six Nations Social Services in a positive manner, promotes public relations by interpreting agency services to other organizations and community groups as needed, participates in recruitment activities
- Represents and promotes Six Nations interests related to Six Nations Social Services
- Develops sound professional working relationships.

Working with the Community:

- Represents and promotes Six Nations Council and the Social Services Department in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Will have a University Degree or Community College Diploma in Social Work; or related field;
- Will have two years experience in working with Native Children and their families;
- A valid Ontario class “G” driver’s license and a principal driver of a reliable vehicle;
- Must pass a Criminal Record Check before employment commencement;
- Ongwehonweh in preference to other applicants;
- Available to work flexible hours in accordance to working environment;
- Will be knowledgeable about Haudenosaunee culture and the contemporary characteristics of the Six Nations’ social structure;

Other Related Skills:

- Knowledge of the services available in the community and surrounding area;
- Excellent communication skills; verbal and written;
- Must have the capacity to organize, plan and prioritize;
- Ability to multi-task;
- Professional personal presentation and able to maintain composure;
- Knowledge of computers and relevant software applications;
- Excellent organizational skills
- Excellent interpersonal skills, and excellent oral and written skills
- Ability to work independently and as a strong team player,
- Ability to analyze problems, recommend and implement solutions.
- Will be thoroughly familiar with Six Nations Child and Family Services’ principals, policies and other service resources.
- Health and Safety compliance

IMPACT OF ERROR

- Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, in legal liability to self and to Six Nations Council.

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CONTROL:

- Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy
- Works within the Six Nations Social Services values, principles, and mission statement, and the Six Nations of the Grand River Child and Family Services policies as set by the Six Nations Council
- Works within the policies and procedures established through service contracts by the Six Nations Council and the funding agency (Ministry of Children and Youth Services), and within the legislation of the relevant legislation, i.e., Child and Family Services Act, Mental Health Act, Youth Justice Act.

CODE OF PRACTICE:

- Working relationships with staff and Six Nations/Partnering Agencies are rooted in courtesy, cooperation and teamwork
- Respectfully practice team development and team approaches to problem solving
- Practice self-reflection, self-evaluation and wellness strategies to maintain our own wellbeing.
- Maintaining an openness to personal and professional growth and development
- Represent and Role Model the Principles of the Haudenosaunee when working and engaging with community members and clients.
- Sharing knowledge, values and principals of the Six Nations of the Grand River Child and Family Services at Special Events.
- Respect your environment through the upkeep of a clean and well-kept office/ common space.
- Uphold the highest safety standards by working with integrity and honoring the Six Nations of the Grand River Child & Family Services Policies and Procedures
- Carry out all required duties with a thoughtful, consistent and careful approach
- Maintain a respectful approach to individual beliefs and backgrounds when working with clients, staff and community members
- Providing a safe and comfortable environment in which all staff can communicate and problem solve together.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the position. It is not to be understood as an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Child and Family Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content .

Signature of Employee

Date

Child and Family is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Six Nations Council policies. Child and Family is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Six Nations Council policies.

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