



**MENTAL WELLNESS COUNSELLOR 175R5-21-1**  
**MENTAL HEALTH AND ADDICITONS**  
**Contract**

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, **July 6, 2022**, for the Mental Wellness Counsellor with Mental Health and Addictions, Health 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](http://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 Mental Wellness Counsellor Reports to and works under the direction and supervision of the Team Manager, Six Nations Mental Health and Addictions. To assist the Team Manager, Six Nations Mental Health and Addictions, in the performance of operational and advisory duties related to Addiction and Mental Health Services within the policies and procedures established by Six Nation's Elected Council for Six Nations Mental Health and Addictions. The Mental Wellness Counsellor will develop new programming/resources that assists with the delivery of direct counselling services related to intervention and aftercare of Mental Health wellness including alcohol and drug abuse for Six Nations of The Grand River. The Mental Wellness Counsellor will assess for substance use/misuse and mental health issues making appropriate referrals to work collaboratively bridging gaps in service achieving the best plan of care possible for each individual.

<b>Type</b>	Contract
<b>Closing Date</b>	July 6, 2022
<b>Hours of Work</b>	37.5 hours weekly
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- Bachelor's degree in Social Work or related discipline with a minimum of (3) years work-related experience or
- College Diploma (2–3) year program in Social Work or related discipline from a recognized college institution and (4) years work-related experience.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Email – Applications must include all of the following:**

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](mailto:recruitment@sixnations.ca).

**Method #2: Mailed or Hand Delivered – 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:

**Mental Wellness Counsellor – Contract – 175R5-21-1**

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.

c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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## POSITION DESCRIPTION – HEALTH SERVICES

### **POSITION TITLE: MENTAL WELLNESS COUNSELLOR**

### **REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Team Manager, Six Nations Mental Health and Addictions.

### **PURPOSE & SCOPE OF THE POSITION:**

To assist the Team Manager, Six Nations Mental Health and Addictions, in the performance of operational and advisory duties related to Addiction and Mental Health Services within the policies and procedures established by Six Nation's Elected Council for Six Nations Mental Health and Addictions.

The Mental Wellness Counsellor will develop new programming/resources that assists with the delivery of direct counselling services related to intervention and aftercare of Mental Health wellness including alcohol and drug abuse for Six Nations of The Grand River.

The Mental Wellness Counsellor will assess for substance use/misuse and mental health issues making appropriate referrals to work collaboratively bridging gaps in service achieving the best plan of care possible for each individual.

### **KEY DUTIES & RESPONSIBILITIES:**

#### **1. Technical Functions:**

- Will provide intake, assessments, referrals, counselling, and develops service plans.
- Will document client case notes in client database.
- Educates and promotes Substance use/misuse awareness/mental wellness.
- Provide education for families to understand how to deal with alcohol/drug issues/mental health concerns with family members.
- Evaluates clients' response to interactions and interventions.
- Intervenes and refers as guided by the plan of care to promote maintain or restore health.
- Maintains current with addiction/mental health research/information and alternative treatment opportunities for clients.
- Provide aftercare, relapse prevention and mental health support/intervention.
- Develop and facilitate therapeutic groups.
- Will be knowledgeable with the justice system to assist clients on probation or in a correctional facility.
- Provide presentations for other service providers and community.
- Will provide Back-Up On-Call Crisis services for Six Nations Crisis Line.

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- Employs appropriate skills in the delivery of service to clients including: assessment skills, initial intake, mental health status exam, preparing plans of care for clients, excellent communication skills re: interpersonal relations, supportive listening, emotional support and health teaching.
- Responds to community crisis with assistant as appropriate.
- Provides crisis response coverage during regular work hours.
- Provides crisis response coverage on a 24-hour basis on a rotational basis.
- Provides opportunities for student employment and student placements with Mental Health by supervising appropriate student placements and summer student employment relevant to position.

## 2. **Communications Functions:**

- Participate in Case Management Meetings.
- Participate in case conferences.
- Attend and participate in staff meetings.
- Attend training as required/requested and deliver summary of training in staff meetings.
- Accountable for maintaining quality service and care.

## 3. **Administrative Functions :**

- Prepares reports for special projects initiated outside of normal responsibilities.
- Continuously collects data that is comprehensive, accurate and systematic.
- Provide activity reports according to established office policies and procedures.
- Prepare reports as required.
- Maintain client records within client database.
- Will document client reports within 72 hour timeframe.

## 4. **Other Functions:**

- Performs other related duties as may reasonably be required by the Team Manager, Six Nations Mental Health and Addictions.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services as a member of the Emergency Control Group.

## **WORKING CONDITIONS:**

Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.

Work involves considerable out-of-office contact.

Work may at times be subject to unscheduled hours, including a 24-hour on-call basis. Intermediate stress; requires high degree of confidentiality.

## **WORKING RELATIONSHIPS:**

With Team Manager of Six Nations Mental Health and Addictions Services

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- Receives direction, guidance and discusses plans, priorities or actions to ensure tasks are done efficiently and effectively, receives instruction and supervision.

**With Other Staff**

- Courtesy, cooperation and teamwork with all staff.

**With External Agencies**

- Represents and promotes Six Nations' interests relative to Six Nations Mental Health and Addictions and Health Services; seeks to develop close working relationships.

**With the Public**

- Represents and promotes Six Nations Mental Health and Addictions in a courteous, cooperative, positive and proactive manner; provides services, information and advice.

**KNOWLEDGE AND SKILLS:**

**Minimum Requirements:**

- Bachelor's degree in Social Work or related discipline with a minimum of (3) years work-related experience or
- College Diploma (2–3) year program in Social Work or related discipline from a recognized college institution and (4) years work-related experience.

**Other Related Skills:**

- Certification as an Addictions Counsellor/Specialist from one of the recognized Canadian Certification Boards.
- Certified in Choice Theory, Grief Recovery an asset.
- Knowledge of concurrent disorders.
- Minimum of 1-year experience in providing support/counselling to Adults and (3) years' experience in providing support/counseling to children and youth.
- Working knowledge, preferably gained through social work related experiences and training, in the delivery of alcohol and drug abuse services.
- Working knowledge of different Native concepts to culture and spirituality.
- Understanding of correctional facilities.
- High-level sensitivity to Native issues.
- Must have a valid Driver's License.
- Must maintain client confidentiality.
- Must pass security check.
- Abstainer preferred.
- Exhibits a high degree of initiative and self-direction; good analytical, organizational, verbal and written communication and counselling skills.

**IMPACT OF ERROR:**

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health

Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

**CONTROL:**

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.

1769 Chiefswood Road, P.O. Box 160, Ohsweken Ontario  
NOA 1M0

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