



**CASE AID – FULL TIME – OGD-22-007 X 2**  
**OGWADENI:DEO**  
**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, **July 13, 2022** for the **CASE AID – FULL TIME** with Ogwadeni:deo. 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:**

Reports to and works under the direction of the Family Engagement Team Lead and adhere to our guiding values of the Code of Practice. The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':she is responsible for assisting in providing life skills teachings, supportive guidance and if necessary, to adult clientele who are involved with Ogwadeni:deo's services in order to support clientele in reaching service plan goals. The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh engages clientele through one on one meetings, and in group meetings when necessary. The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh provides life skills teachings such as cooking, cleaning, hygiene maintenance, personal experiences in effective budgeting, maintain and attending scheduled personal appointments and sharing traditional and personal teachings and experiences relating to maintaining sobriety and conducting child rearing in a healthy mindset, if the Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh has such experiences they are willing to share. The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh maintains a supportive and unbiased relationship with clients for the purpose of aiding clients in working towards living with a Oyanre Ganikoha (Good Mind).

<b>Type</b>	Full Time X 2
<b>Closing Date</b>	July 13, 2022
<b>Term:</b>	Permanent
<b>Hours of Work</b>	37.5 hours per week
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- **Must have personal experience in positively parenting children and/or overcoming drug/alcohol addiction while continuing to maintain sobriety to date and/or has successfully addressed their own previous involvement with an Ontario Children's Aid Society and/or is knowledgeable of traditional Haudenosaunee teachings**
- **Must have Full food handler certification course. Or willing to attain**
- **must pass a criminal reference check**
- **Understand the importance of confidentiality.**
- **Must pass an Ontario Child Welfare background check**
- **must have a valid class 'G' driver's license**
- **must be willing to work flexible hours**
- **will be native in preference to other applicants.**

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

**Method #1: OGWADENI:DEO IN PERSON DROP OFF – 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.



OGWADENI:DEO  
Taking Care of Our Own

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 drop off at:

**CASE AID – FULL TIME (OGD-22-007)**  
c/o Reception Desk  
2469 Fourth Avenue  
Ohsweken, Ontario N0A 1M0  
**Business Hours Monday to Friday 8:30 am to 4:30 pm**

**Method #2: EMAIL SUBMISSION**

1. 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.
2. Please email application package to David Walpole, Human Resources Coordinator at [oghrc@sixnations.ca](mailto:oghrc@sixnations.ca)
  - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to David Walpole, Human Resources Coordinator at 519-445-1834 ext 4554 or via email at [oghrc@sixnations.ca](mailto:oghrc@sixnations.ca).

**Method #3: Online**

4. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
5. 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.
6. If you have any questions or need assistance please reach out to David Walpole, Human Resources Coordinator at 519-445-1834 ext 4554 or via email at [oghrc@sixnations.ca](mailto:oghrc@sixnations.ca).

**Method #4: GREAT – Applications must include all of the following:**

6. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
7. 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.
8. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
9. Photocopy of your education diploma/degree/certificate and transcript.
10. Place all documents listed above in a sealed envelope and mail to or drop off at:

**CASE AID – FULL TIME (OGD-22-007)**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0



## **AUNT/UNCLE (Case Aid) (Kno:ha:'ah/Kno':she)**

### **Guiding Values for our Code of Practice**

- Ganigo'hi:yo/Ka'nikonhri:io (Good Mind)
- Adenidaohsra'/Onkwa'tenniten:ro (Compassion and Kindness)
- Dedwadadrihwanohkwa:k/Onkwatennitenrosera (Respecting one another)
- Degayenawa'ko:ngye/Tetewaterihwakwenyenhsthak (Working together)
- Dewagagenawako:ngye'/Tetewayenwakontye (Assisting one another)
- Esadatgehs/Enhsatatkenhse (Self-reflection on actions taken)
- Gaihwaedahgoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronhsera (Encouragement)
- Gasasdenhsra/Ka'shatstenhsera (Strength/supportive to one another)
- Drihwawaihsyo/Ka'nikonhratoken (Honest and moral conduct)
- Oihwadogehsra'/Yorihwato:ken (Being truthful and consistent)
- Sgeno/Sken:nen (Peaceful thoughts and Actions)

### **REPORTING RELATIONSHIP**

Reports to and works under the direction of the Community Care Leader Coordinator or Family Wellbeing Coordinator and adhere to our guiding values of the Code of Practice.

### **PURPOSE AND SCOPE OF THE POSITION**

The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':she is responsible for assisting in providing life skills teachings, supportive guidance and if necessary, to adult clientele who are involved with Ogwadeni:deo's services in order to support clientele in reaching service plan goals.

The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh engages clientele through one on one meetings, and in group meetings when necessary. The Aunt/Uncle (Case Aid)

Kno:ha:'ah/Kno':seh provides life skills teachings such as cooking, cleaning, hygiene maintenance, personal experiences in effective budgeting, maintain and attending scheduled personal appointments and sharing traditional and personal teachings and experiences relating to maintaining sobriety and conducting child rearing in a healthy mindset, if the Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh has such experiences they are willing to share. The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh maintains a supportive and unbiased relationship with clients for the purpose of aiding clients in working towards living with a Oyanre Ganikoha (Good Mind).

### **RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH**

- Provides a personal-experience approach to providing guidance and support to adult clients who are involved with Ogwadeni:deo's services
- Gathers information based on personal knowledge of community resources that may benefit the client such as books, websites, traditional knowledge keepers, traditional medicines, community services etc. and provide such information to the client for client follow-up
- Provides hands on guidance and support in meal preparation, doing laundry, and providing advice and guidance to parents in child rearing.
- Conducts partial supervision of client in a caregiving role to their children and providing any requested assistance or input on improving parental skills
- Providing hands-on life skills teachings to clients such as showing client how to cook, clean, grocery shopping, manage and develop daily schedule and complete budgeting



for daily needs. Completion of such teachings may require the Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':seh to assist the client in the community or at their home

### **RESPONSIBILITIES TO OGWADENI:DEO THE AGENCY**

- Completes and submits case notes detailing contact with client to the assigned Family Support Team Member after each contact with client
- Immediately notifies assigned Family Support Team Member or covering worker of any potentially harmful situations or concerns that may negatively affect the client or client's child(ren)
- Maintains contact with Community Care Leader Coordinator as requested to develop and advise scheduling or cancellation of client meetings

### **HONEST AND MORAL CONDUCT**

- Maintain confidentiality of client information, such as client service plan, personal goals and progresses made, except to assigned Family Support Team Member or covering worker
- Shall conduct themselves in a non-judgmental, supportive, and unbiased approach with clients

### **BEING TRUTHFUL AND CONSISTENT**

- Maintains meetings with clients as deemed necessary
- Keeps assigned Family Support Team Member updated and informed of client's progression and/or ongoing concerns

### **WORKING CONDITIONS**

This position, since it involves working directly with clients engaged in child protection services through Ogwadeni:deO, may involve mental and emotional stress.

### **STRENGTH/SUPPORTIVE TO ONE ANOTHER**

With the Community Care Leader or Family Wellbeing Coordinator

Maintains scheduling and provides up to date information on scheduling needs

With Other Ogwadeni:deO Program Managers, Supervisors and staff

Provides requested information of client including any progresses and/or concerns, and works in a cooperative and courteous manner in ensuring that Ogwadeni:deO can perform its role as a service partner both effectively and efficiently in terms of its service provisions to families.

With The Community

Acts as a role model and represents and promotes the Ogwadeni:deO Program in a courteous, cooperative and professional manner.

### **SELF-REFLECTING ON ACTIONS TAKEN**

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

- Loss of credibility, trust and public confidence in the Ogwadeni: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

### **TAKING RESPONSIBILITY**

The Aunt/Uncle (Case Aid) Kno:ha:'ah/Kno':she provides a personal-experience approach in providing guidance and support to clients in improving or maintaining their day-to-day



lifestyle choices with the ultimate goal of the client and their family addressing any protection concerns and aiding the family into moving into a healthy lifestyle.

## **QUALIFICATIONS**

### **BASIC/MANDATORY REQUIREMENTS**

The successful applicant:

- must have personal experience in positively parenting children and/or overcoming drug/alcohol addiction while continuing to maintain sobriety to date and/or has successfully addressed their own previous involvement with an Ontario Children's Aid Society and/or is knowledgeable of traditional Haudenosaunee teachings
- Must have Full food handler certification course. Or willing to attain
- must pass a criminal reference check
- Understand the importance of confidentiality.
- Must pass an Ontario Child Welfare background check
- must have a valid class 'G' driver's license
- must be willing to work flexible hours
- will be native in preference to other applicants.

### **Other Related skills:**

- Understand the importance of confidentiality.
- Ability to work with tact and discretion
- Willing to take appropriate training as required
- Possess initiative and ability to work independently
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture
- Knowledge of Canada's Food Guide and diets and Six Nations of the Grand River Healthy Roots
- Must be able to prioritize tasks and meet deadlines
- Must possess excellent communications skills.

### **Knowledge Requirements**

The successful applicant

- must be knowledgeable respecting Six Nations' cultures and the cultures of families of other First Nations who reside in the designated service delivery area
- should be familiar with traditional methods of dispute resolution
- must be thoroughly familiar with Ogwadeni:deO framework and operational policies and procedures

### **Ability Requirements**

The successful applicant(s) will demonstrate:

- ability to relate effectively to Ogwadeni:deO Community Commission Members, Managers, Supervisors and Staff, the management and staff of the courts, of other programs/agencies and of provincial/federal officials as a diplomatic and flexible team player
- excellent written and verbal communications skills
- strong organizational skills to manage a varied workload
- ability to exercise initiative, deal with multiple priorities and demonstrate sound judgment



- analyze information, problem-solve and make solid recommendations
- deal with highly sensitive and personal information in a confidential manner