



INTAKE/SCREENER 22-013
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 Intake Screener 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 website. Online applications accepted through <https://www.vscyperhosting.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 Intake/Screener reports to and works under the direction of the Manager of Services and adheres to the guiding values of the Code of Practice. The Intake Team Leader will be responsible for ensuring safety of children by completing investigations and assessing needs in accordance with the provisions of the Child, Youth and Family Services Act (CYFSA), Ministry Standards, Child Protection Protocols, Risk Assessment Tools, Ogwadeni:deo Policy and Procedures and community standards

Type	Full Time
Closing Date	July 13, 2022
Term:	Permanent
Hours of Work	37.5 hours per week
Wage	TBD

BASIC QUALIFICATIONS:

- Must have a Bachelor of Social Work Degree
- Community College Diploma in Social Services or Native Child Welfare Worker may be considered
- Two (2) years' direct experience in a Social Services Agency
- Must possess a valid Ontario class "G" driver's license
- Requires to be the principal driver of a vehicle for use on Pre-Designation/Designation business
- Must submit a favorable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Will be Ogweho:weh 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.
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:

INTAKE/SCREENER 22-013
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
 - 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.

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.

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:

INTAKE/SCREENER 22-013
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

INTAKE/SCREENER

Guiding Values for our Code of Practice

- Ganigo'hi:yo/Ka'nikonhri:io (Good Mind)
- Adeniaohsra'/Onkwa'tenniten:ro (Compassion and Kindness)
- Dedwadadrihwanohekwa:k/Onkwatennitenrosara (Respecting one another)
- Degayenawa'ko:ngye/Tetewaterihwakwenyenhstak (Working together)
- Degayenawako:ngye'/Tetewakyenwakontye (Assisting one another)
- Esadatgehs/Enhsatakenhse (Self-reflection on actions taken)
- Gaihwadegahoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronsera (Encouragement)
- Gasasdenhsra/Ka'shatstenhsara (Strength/supportive to one another)
- Drihwawaihsyo/Ka'nikonhratoken (Honest and moral conduct)
- Sgeno/Sken:nen (Peaceful thoughts and Actions)

REPORTING RELATIONSHIP

The Intake Worker reports to and works under the discretion of the Child Protection Team Leader and adheres to the guiding values of the Code of Practice.

PURPOSE AND SCOPE OF THE POSITION

The Intake Worker will be responsible for ensuring the safety of children by completing investigations and assessing needs in accordance with the provisions of the Child, Youth and Family Services Act (CYFSA), Ministry Standards, Child Protection Protocols, Risk Assessment Tools, Ogwadeni:deO Policy and Procedures and community standards.

RESPONSIBILITIES AND SUPPORT TO EMPLOYEES

- Conduct child protection investigations and assess risk to children and youth in accordance with the Child, Youth and Family Services Act (CYFSA).
- Receive and review referrals and requests for service to determine eligibility and jurisdiction.
- Conduct case investigations including interventions in crisis situations.
- Assess risk to children utilizing risk and assessment tools, standards and guidelines and Ogwadeni:deO policies and procedures.
- Conduct joint investigations and home visits with police as appropriate to ensure the safety of children.
- Interview and assess all parties involved including referral source, children and extended families.
- Obtain information from the "Fast Tract Information" system and any other Children's Aid Societies.
- Complete assessments for the purpose of formulating treatment and service plans.
- Provide short-term counselling services to children and families and make appropriate referrals.
- Consult with community partners in developing appropriate extended family and Alternative Care placements and admit children into the care and custody of Ogwadeni:deO when necessary.
- Prepare children for admission into care of Ogwadeni:deO.
- Prepare and complete legal documentation for children coming into care.
- Document, complete and coordinate all requirements for court hearings.
- Appear as a witness in child welfare, criminal or family court.

- Prepare children and families for the transfer of service from Intake and Investigation to Ongoing Services.
- Prepare and attend transfer interviews and conferences.
- Complete all case management reporting and recording requirements as required.
- Ensure completion of People profile, intake and new referral information in Agency database.
- Ensure completion of Ogwadeni:deo prescribed case management notes within the prescribed timeframe.
- Ensure completion of Investigation of Allegation & Concerns Module, Safety Assessment, Risk Assessment.
- Comprehensive Protection Assessment, Plans of Service, 90 Day Eligibility Review and Case Activity Modules.
- Prepare admission information for children admitted into care.
- Obtain supervisory approval and sign off on case recording documentation.
- Collaborate with First Nation designated authority in making decisions regarding investigations and service plans.
- Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based child focussed practice while assisting families in building their capacities to provide safe and nurturing environments for children.
- Demonstrate behaviours, actions and attitudes that are consistent with Ogwadeni:deo vision, mission and values.
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served.
- Ensure appropriate communication and consultation with Supervisor at appropriate times.
- Ensure effective and professional communications with all internal and external service providers including Alternative Care homes, police, schools and medical professionals. Share information according to privacy and/or confidentiality guidelines.
- Work respectfully, positively, professionally and collaboratively with team members.
- Complete administrative functions, reports and adhere to Ogwadeni:deo policies, procedures and relevant practice.
- Ensure confidentiality and safekeeping of all Ogwadeni:deo documents and records.
- Develop and maintain a detailed work plan of activities.
- Develop and maintain accurate, up-to-date and concise work files.
- Prepare and deliver reports.
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Follow the Ogwadeni:deo's Human Resources, Finance and other policies and procedures in the performance of duties.
- Any financial matters shall adhere to financial policies.
- Provide financial support to both temporary and permanent care providers that are within the team's budget allocation, and recommends Ogwadeni:deo's management team that the financial support be provided when the cost of support exceeds budget allocation.
- Participates in the development of the annual budget and expenditure plan based on the identification of team support and programming requirements.
- Establish partnerships and networking with other agencies.
- 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.

- Participate in the development of protocols and collaboration agreements respecting such matters as referral, information sharing, confidentiality, case conferencing, service ability, care/support planning, police involvement, role and involvement of protection program staff in service provision by other agencies.
- Participate in public forums, including the media, to communicate the responsibilities and practices of Ogwadeni:deO and to develop and maintain public support.

ASSISTING ONE ANOTHER

Ensures the effective implementation of other duties as determined by their Supervisor, including the provision of:

- Ensures the effective implementation of other duties as determined by Ogwadeni:deO's Management Team including the provision of service planning, organizational excellence and evaluation.
- Assists with the process of monitoring the adequacy of existing policies, procedures and standards of the organizational structure and developing recommended revisions where required.
- Assists with the process of identifying and substantiating evolving needs of children, youth, their families and the design services required to address changing needs.
- Assists with the preparation of weekly, monthly, quarterly and annual services reporting as directed.
- Other duties as required and assigned.

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 interacting with families in relation to sensitive issues can involve considerable mental and emotional stress, especially where the staff are involved in traumatic situations.

STRENGTH/SUPPORTIVE TO ONE ANOTHER

With the Ogwadeni:deO Senior Manager of Services

Takes direction from and works closely with the Manager of Services on a day-to-day basis in supporting the Director in fulfilling their obligations to the Ogwadeni:deO Community Commission, the Six Nations Community and Ogweho:weh families residing within the designated jurisdiction.

With Other Ogwadeni:deO Program Managers, Supervisors and staff

Provides information and assistance, and works in a cooperative and courteous manner in support of the Manager of Services and the Director in ensuring mutually-served employees receive the best possible, coordinated service.

With the Community

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

With the Ministry of Child and Community Services

Acts in a respectful manner in all communications with the Ministry to ensure compliance of standards, particularly crown ward file review, cyclical reviews, inquests and serious occurrence reporting.

SELF REFLECTING ON ACTIONS

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



- Loss of credibility, trust and public confidants 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

An Intake Worker is to act as directed within the requirements of Ogwadeni:deO policies, procedures and standards and code of practice approved by the Ogwadeni:deO Commission; but, periodically, in the absence of a Team Leader, has the delegated responsibility to make decisions that are within the authority of that absent staff member.

QUALIFICATIONS

Basic/Mandatory Requirements

The successful applicant:

- Must have a Bachelor of Social Work Degree.
- Community College Diploma in Social Services or Native Child Welfare worker may be considered.
- Child Welfare Authorization Training preferred.
- Two years' direct experience in a Social Services Agency.
- Must have a valid "G" class driver's license.
- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.

Knowledge Requirements

The successful applicant:

- Will have knowledge of Ogwadeni:deO programs and services.
- Will have respect for sensitivity towards as well as knowledge and understanding of Haudenosaunee culture, traditions and the Seven Grandfather Teachings.
- Will be knowledge of the Child, Youth and Family Services Act (CYFSA).
- Will be knowledgeable in Family Risk Assessment and Strengths and Needs Assessment as well as the Eligibility Spectrum.
- Familiarity with Bill C-92, An Act Respecting First Nations is preferred.
- Will have knowledge of external services and service agencies.
- Will have knowledge of the stages and milestones of child development from birth to adolescence.

Ability Requirements

The successful applicant(s) must demonstrate ability to:

- Have excellent interpersonal skills.
- Demonstrate capability in crisis intervention, conflict resolution, mediation and problem solving.
- Communicate effectively in both written and oral communication.
- Possess strong organizational and administrative skills.
- Be proficient in completing legal documentation.
- Have excellent computer skills.
- Work with First Nations communities and people.
- Work within and meet tight deadlines.
- Take initiative and work independently.
- Work within a team environment.
- Meet deadlines and work flexible hours.
- Work with confidential and sensitive information.



Applicants who are of Indigenous descent will have preference, though applicants of all race are welcome to apply.