



**FAMILY WORKER CLERK 22-014 x2**  
**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 Family Worker 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 and supervision of the Ogwadeni:deo Support Team Leader and adhere to our guiding values of the Code of Practice. Each Family Worker may be responsible, for any of the following: case management duties related to Ongoing Services, responds to new reports that a child/youth may be in need of protection, providing support to children and families found eligible for Ogwadeni:deo services, supporting families whose children/youth are admitted into alternative care, facilitating permanency care arrangements when appropriate, and other related duties as determined by their Team Leader to ensure child safety and positive outcomes for all involved in each individual case.

<b>Type</b>	Full Time
<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:**

- Will have a BSW or equivalent University Degree from a recognized post-secondary institution, preferably with one year of front line and case management work experience within the child welfare sector **OR**
- Social Services Worker Diploma/Certificate or equivalent College Diploma/Certificate to the employer's satisfaction with three years of front line and case management work experience within the child welfare sector, with the willingness to upgrade their studies to a BSW University degree from a recognized post-secondary institution.
- Child Welfare Authorization Training is preferred
- Must have a valid class "G" driver's license.
- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.

**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:

**FAMILY WORKER 22-014**  
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:

**FAMILY WORKER 22-014**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

# **FAMILY WORKER, Support Team Member**

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

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

## **REPORTING RELATIONSHIP**

Reports to and works under the direction and supervision of the Ogwadeni:deO Support Team Leader and adhere to our guiding values of the Code of Practice.

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

Each Family Worker may be responsible, for any of the following: case management duties related to Ongoing Services, responds to new reports that a child/youth may be in need of protection, providing support to children and families found eligible for Ogwadeni:deO services, supporting families whose children/youth are admitted into alternative care, facilitating permanency care arrangements when appropriate, and other related duties as determined by their Team Leader to ensure child safety and positive outcomes for all involved in each individual case.

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

- Work in accordance with provincial child welfare standards and guidelines and the CYFSA.
- Responsible for all provincial reporting documents in a timely manner.
- With a family centered approach, assesses the service needs of children/youth and their families transferred for ongoing services and support.
- Assists those deemed eligible for Ogwadeni:deO services in the development of a service plan that will address the identified service needs 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 Ogwadeni:deO as appropriate.
- Acts as the family's "case manager" in terms of facilitating access to other services, providing ongoing support and assessing risk to children in collaboration with the child/youth, their family, their extended family/clan members and a Kotinonha home if involved as well as other community collaterals, and providing the information to the Team Leader for review and approval as appropriate.
- Conducts investigations when there are new allegations of risk of harm to children/youth that include completing an investigation, as per provincial standards.

- Through referrals to the ADR process, coordinates family and community collaboration to ensure the safety, permanency and well-being of children/youth.
- When a child/youth is found to be in need of protection, develops an appropriate, least intrusive initial action and service/safety plan and submits for review and approval to her/his Team Leader.
- If a child/youth is found to be in immediate risk of harm, the Family Worker will be responsible in bringing the child/youth to a place of safety, authorized by the Director through lines of authority.
- Advises the alternative caregiver deemed a place of safety and all children/youth placed in alternative care with respect to their rights and responsibilities under legislation.
- Advises the alternative caregiver, in consultation with the assigned Alternative Care Resource Development Team Member, as to the needs of the child/youth, the probable adjustment problems anticipated and the methods of support that will be required/provided.
- Meet the standard requirements for alternative care placements through the coordination of either a Kinship Service Agreement, Temporary Care Agreement, Formal Customary Care Agreement or preparation for court hearings.
- Facilitates and/or supervises access of children and their family as required.
- Provides crisis intervention services as required.
- Will from time-to-time, supervise post-secondary students on field placement.
- Performs other duties as assigned
- Prepares and sends notice to and consults with a child/youth's First Nation Representative where a child/youth that is the subject of a protection assessment is a member of a First Nation other than Six Nations or a Native Community.
- Participates in the development of the annual staff training/professional development plan based on the results of staff evaluations
- Participates in the annual review of the content of the Support Team Member position description and recommends any needed changes to the Manager of Services.
- Assists with the preparation of applications for warrants to facilitate a protection assessment where an alleged situation does not require immediate action and time permits.
- Assists with the preparation of the requisite documentation required for an application to a provincial Family Court 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.
- Conducts reviews of the files of potential custom or legal adoptees and persons willing to apply for legal guardianship, in consultation with the Alternative Care Resource Team, in relation to the long term needs of all children/youth requiring a long-term or permanent arrangement; and gathers and documents the necessary background information on any child/youth to be placed in a permanent arrangement prior to a probationary placement.
- Participates the development of the annual budget and expenditure plan by assisting their Team Leader to identify Team support and programming requirements.
- Maintains regular communications with other community-based and external service providers pertinent to sharing general information, and ideas about effective protective interventions and service delivery, as well as encouraging maximum coordination of program services.



- Participates as directed in public forums, including the media, to communicate the responsibilities and practices of the Ogwadeni:deo Program and to develop and maintain public support.
- If a child/youth is found to be in immediate risk of harm, the Family Services Worker will be responsible in bringing the child/youth to a place of safety, authorized by the Director through lines of authority.

### **ASSISTING ONE ANOTHER**

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

- Assisting with the process of monitoring the adequacy of existing policies, procedures and standards and the organization structure, and developing recommended revisions where required.
- Assisting with the process of identifying and substantiating the evolving needs of children, youth and their families and the design of services required to address changing needs.
- Assisting 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 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 their Support Team Leader

Takes direction from and works closely with their Team Leader on a day-to-day basis in exercising the responsibilities of the Team within the Six Nations Community and Six Nations families residing off reserve in Brant County.

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 Team Leader, the Manager of Services and the Director in ensuring mutually-served clients 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.

### **SELF REFLECTING ON ACTIONS**

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**



A Family Services 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 the Team Leader, has the delegated responsibility to make decisions that are within the authority of the Team Leader.

## **QUALIFICATIONS**

### **Basic/Mandatory Requirements**

The successful applicant:

- Will have a BSW or equivalent University Degree from a recognized post-secondary institution, preferably with one year of front line and case management work experience within the child welfare sector **OR**
- Social Services Worker Diploma/Certificate or equivalent College Diploma/Certificate to the employer's satisfaction with three years of front line and case management work experience within the child welfare sector, with the willingness to upgrade their studies to a BSW University degree from a recognized post-secondary institution.
- Child Welfare Authorization Training is preferred
- Must have a valid class "G" 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:

- Must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines.
- Must be thoroughly familiar with the service delivery policies and procedures.
- Must have the 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:

- Respect the Six Nations' cultures and of the cultures of other First Nations families who reside in the designated service delivery area.
- Relate effectively to community members and their children.
- Supervise staff performing a range of service functions.
- Work effectively with the management and staff of other programs/agencies.
- Communicate effectively both in writing and verbally.  
Use basic computer software (e.g. Microsoft Office, Case Management Data Bases).
- Work effectively in a team setting.
- Speak and/or understand Mohawk and/or Cayuga language is an asset.

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

## **DISCLAIMER**

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

SIGNATURE



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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Ogwadeni:deo 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 far 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 Ogwadeni:deo Code of Practice