



Early Years Outreach Manager 019-23-1
Administration, Social
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, **February 8, 2023**, for the Early Year Outreach Manager with Administration, 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 Early Year Outreach Manager reports to and works under the direction and supervision of the Director of Social Services. The Early Years Outreach Manager is responsible for the Management of the Early ON programs and the development and delivery of early years outreach programs for parents and caregivers of preschool children, and joint responsibility for the before and after school services and Licensed Home Child Care program using Haudenosaunee values and principles to prepare preschool children for 0-6 years of age to prepare for school and promote the importance of parent/child interactions and relationships. The Early Year Outreach Manager works within the policies and procedures established by Six Nations of the Grand River.

Type	Full Time
Closing Date	February 8, 2023
Term	Permanent
Hours of Work	37.5 hours per week
Wage	\$73,000/annum

BASIC QUALIFICATIONS:

- Degree from a recognized university in Child and Youth Studies, Social Services field or other related discipline with focus on child development and play-based learning with two years' experience working with children and families and two years supervisory experience or Registered Early Childhood Educator, two years front line work and two years with supervisory experience with the willingness to pursue University degree to advance understanding in Research and Evaluation.
- Will be knowledgeable about Canada's Food Guide.
- Will have knowledge of the Early Development Instrument (EDI), Home Instruction Program for Parents of Preschool Children and Mother's Matter program and ability to develop and implement a Six Nations program.
- Will have understanding experience with the native culture, language, and traditions of Six Nations.
- Must provide an up-to-date record and maintain record of immunization.
- Must have a valid certificate in first aid and CPR.

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.

- Strong knowledge and awareness of trauma's that impact children and families in Six Nations Community.
- Commitment to providing services in ways that respect cultural beliefs, values, ceremony, and teachings of Six Nations community members.
- Experience in group facilitation, and ability to develop and present training materials to small and large groups.
- Must be willing to work flexible hours and travel within the community.
- Strong interpersonal skills and a demonstrated ability to form effective working relationships with community service providers and cultural resources.
- Provide an acceptable Police Record Check and Vulnerable Sector Check.

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

Early Years Outreach Manager – Full Time – 019-23-1
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

POSITION DESCRIPTION

POSITION TITLE: Early Years Outreach Manager

REPORTING RELATIONSHIP: Reports to and works under the direction and supervision of the Director of Social Services or Designate.

PURPOSE & SCOPE OF THE POSITION:

The Early Years Outreach Manager is responsible for the Management of the Early ON programs and the development and delivery of early years outreach programs for parents and caregivers of preschool children, and joint responsibility for the before and after school services and Licensed Home Child Care program using Haudenosaunee values and principles to prepare preschool children for 0-6 years of age to prepare for school and promote the importance of parent/child interactions and relationships.

DUTIES & RESPONSIBILITIES:

Technical Functions –

- Delivers programs and services in a culturally sensitive manner.
- Reviews the results of the Early Development Instrument and create and deliver a community program to increase school readiness.
- Recruit, train and schedule volunteers and mentors for the outreach programs.
- Apply safety procedures and address emergencies as related to the outreach families.
- Provides proactive direction, leadership, assistance as well as supervision and guidance to volunteers and mentors.
- Recommends operational policy, program and job description changes as required to promote responsive to client and changing community needs.
- Participates in staffing decisions/actions for the program staff, volunteers, and mentors.
- Ensures that the required information system is updated daily, data collection and program operations and implementing an evaluation and analysis for required reports.
- Monitors professional quality and maintenance of record keeping for volunteers/mentors, staff, time summaries.
- these are occupational functions that relates to the technical work of the job, i.e., nurse, teacher, engineer.
- Prepares Briefing Notes as required.

Administrative Functions

- Adheres to all legislation and regulations as required.
- Monitors and prepare annual budget and work plans, and tracks budgets for the programs and funding agreements,
- Prepare and submit monthly, quarterly, and yearly reports to relevant parties, tracks the program budget and expenditures approving expenditures within authority.
- Scheduling volunteers/mentors for the delivery of the program.
- Advises and reports as required by law as determined by legislation (i.e., Child, Youth and Family Services Act and the Mental Health Act) to the immediate supervisor. Director.
- Reviews and recommends unit expenditures (travel, supplies, etc.)
- Participates in the preparation of the annual budget and program work plans.
- Monitors and tracks expenditures against the program budget and advises the Manager Director with respect to any current year deviations from the expenditure plan.

- Monitors staff performance, conducts annual staff evaluations, participates in the payroll process, recommending specific training to improve service delivery and administrative skills.
- Knowledge of the Six Nations Employment policy and procedures.
- Orients new staff, advises on any policy/procedural changes, and prepares volunteers to the responsibilities and work of the unit.
- Participate in the staffing processes, i.e., hiring, payroll, personnel profiles, and
- Other duties as assigned by the immediate supervisor.
- Assists in managing the work of the Programs, primary accountability for results usually reverts to the next organizational level or; has full responsibility for the work of a unit, or; issues functional and/or specialty standard practice instructions and follows up to determine compliance; and coordinates the functional activities of several units of organization (or outside contractors/agencies).

Communications Functions –

- Liaises with relevant community stakeholders and maintains ongoing contact with community service providers.
- Participates in case reviews, conferences, and monthly strategic planning meetings, ensuring staff are aware of changes in legislation, policies, and practices.
- Promote the outreach program by advertising, utilizing social media, making presentations, and preparing posters, pamphlets, and newsletters, as required.
- Facilitate a workable relationship with parents, staff, and children.
- Compose briefing notes, memos, correspondence, and updates etc.

Other Functions

- Any other related duties as assigned by the Director of Social Services or designate which includes, but is not limited to, participation in the Six Nations Emergency Response Plan and the Tragic Events Response Team (TERT).

WORKING CONDITIONS:

- May involve some awkward positions causing strain or fatigue. Activities such as keyboarding, standing, driving, lifting, pushing, pulling objects. Tasks performed require occasional accurate coordination of fine or coarse movements.
- Involves the application of methods analyzing and/or trouble shooting problems to achieve the desired outcome.
- Involves taking action in the application of standards/techniques widely accepted within the occupation or profession.
- Involves concentration, which is necessary in the preparation of written and/or electronic materials, use of computer software, and short periods of driving.
- Environment consists of occasional exposure to major disagreeable conditions or hazards.

WORKING RELATIONSHIPS:

With the Director of Social Services

Receiving direction and guidance, and discusses plans, issues, priorities and interacts to ensure tasks are done efficiently and effectively.

With the Managers and Supervisors, Team Leads, Coordinators

Provides information and assistance while working in a cooperative and courteous manner.

With the Community and Urban Partners

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Represents and promotes SNGREC, Social Services and Child Care Services in a courteous, cooperative, and professional manner. Tact while in regular contact with clients/customers and/or with the public and general business community.

KNOWLEDGE SKILLS:

Minimum Qualifications

- Degree from a recognized university in Child and Youth Studies, Social Services field or other related discipline with focus on child development and play-based learning with two years' experience working with children and families and two years supervisory experience or Registered Early Childhood Educator, two years front line work and two years with supervisory experience with the willingness to pursue University degree to advance understanding in Research and Evaluation.
- Will be knowledgeable about Canada's Food Guide.
- Will have knowledge of the Early Development Instrument (EDI), Home Instruction Program for Parents of Preschool Children and Mother's Matter program and ability to develop and implement a Six Nations program.
- Will have understanding experience with the native culture, language, and traditions of Six Nations.
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- Must have a valid certificate in first aid and CPR.
- Strong knowledge and awareness of trauma's that impact children and families in Six Nations Community.
- Commitment to providing services in ways that respect cultural beliefs, values, ceremony, and teachings of Six Nations community members.
- Experience in group facilitation, and ability to develop and present training materials to small and large groups.
- Must be willing to work flexible hours and travel within the community.
- Strong interpersonal skills and a demonstrated ability to form effective working relationships with community service providers and cultural resources.
- Provide an acceptable Police Record Check and Vulnerable Sector Check.

Other Related Skills:

- Experience working with children with complex needs.
- Excellent communication skills; verbal and written, as well as good interpersonal skills.
- Preference given to Haudenosaunee, Six Nations band members.
- Analytical, planning, and decision-making skills.
- Proficiency in data collection and computer skills,
- Ability to work independently be accountable and transparent in time management in following budgets and work plans.

IMPACT OF ERROR:

- Errors in judgment and in the conduct of duties could lead to the deterioration in client/customer, public, business or employee relations and loss of credibility, poor public relations, confusion, serious impacts on clients and staff, and legal liability to self and to SNGREC (Six Nations of the Grand River Elected Council) could cause serious results through late delivery and/or breakdown in services due to inadequate planning for key assignments.

CONTROL:

- Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy.

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- Works within the Six Nations of the Grand River Social Services values, principles, and mission statement and policies as set by the SNGREC.
- Works within the policies and procedures established through service contracts by the SNGREC and relevant funding agencies.

DISCLAIMER

This document describes the position as 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. Six Nations Social 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

Social Services 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 Six Nations Council policies.