



**Supportive Housing Case Manager 003R1-22-1**  
**Mental Wellness, Health Services**  
**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, **March 22, 2023**, for the Supportive Housing Case Manager with Mental Wellness, 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 Supportive Housing Case Manager reports to and works under the direction and supervision of the Mental Health and Addictions Manager. The Supportive Housing Case Manager works to assist the Mental Health and Addictions Manager in the performance of statutory, advisory and operational duties related to the successful integration of clients into the community.

The Supportive Housing Case Manager to assist the Mental Health and Addictions Manager and Director of Health Services in the provision of culturally appropriate clinical community mental health programming.

The Supportive Housing Case Manager works within the policies and procedures established by Six Nations of the Grand River.

<b>Type</b>	Full Time
<b>Closing Date</b>	March 22, 2023
<b>Term</b>	Permanent
<b>Hours of Work</b>	37.5 hours; 2 week rotation days 8am-3:30pm/evenings 3pm-11pm
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- University degree in social work, psychology or related discipline with 1 year of related experience in mental health or addictions
- OR
- College diploma in social work or related discipline with 3 years of related experience in mental health or addictions
- Must have a vehicle and a Class G driver's license
- Understands the importance of confidentiality and the ability to work with tact and discretion

**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.

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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: 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:

**Supportive Housing Case Manager – Full Time – 003R1-22-1**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario NOA 1M0



## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:** Supportive Housing Case Manager

**REPORTING RELATIONSHIP:**

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

**PURPOSE & SCOPE OF THE POSITION:**

To assist the Mental Health and Addictions Manager in the performance of statutory, advisory and operational duties related to the successful integration of clients into the community.

To assist the Mental Health and Addictions Manager and Director of Health Services in the provision of culturally appropriate clinical community mental health programming.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- Employs appropriate assessment skills in the delivery of case management service to clients including: initial screening interview for program eligibility; screening for substance abuse; mental health status exam; risk assessment; treatment compliance; and needs assessment to determine strengths and needs.
- Provides assistance to Mental Health Nurses and Six Nations Crisis Workers in the provision of crisis service to community members and clients.
- Employs appropriate mental health and addictions intervention skills consistent with recovery and harm reduction philosophies including assessment, problem solving, clear communication, and de-escalation techniques.
- 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:**

- Employs excellent communication skills re: collaboration with community case managers to develop care plans; educating client on symptom management, relapse prevention and providing relevant health teachings;
- Advocates for optimum client health as requested, including but not limited to legal, shelter, finance, food, education, harm reduction etc.
- Involves appropriate health team members in the delivery of culturally appropriate health care as identified by client need, location and consent.
- Utilizes the cognitive behavioural approach to teach skills such as problem solving, anger management, self-control and coping strategies.

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- Attends case conferences to review plans and coordinate services
- Attends staff and program meetings as required.

**3. Administrative Functions:**

- Manages individual client cases in a wholistic and culturally appropriate manner.
- Assists the Mental Health Outreach Worker in the development and delivery of community education programs for client families, community members, agencies and educational institutions.
- Maintains documentation according to Health policy standards and guidelines.
- Employs effective decision-making skill to prioritize program needs, client needs and crisis response.
- Maintains clinic statistics by fulfilling annual work plan activities and documenting of required information.

**4. Other Functions:**

- Adheres to principles of safety re: body secretion precautions and procedures, correct disposal of bio-medical wastes, management of incidents/accidents/disasters as per protocols in terms of precaution, action, reporting and follow-up.
- Performs related duties respective of educational qualifications and skill as may be required by the Director of Health Services and/or Mental Health Services.
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services

**WORKING CONDITIONS:**

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.

**WORKING RELATIONSHIPS:**

**With the Mental Health Manager**

Receives direction and guidance and discusses plans, prioritizes to ensure tasks are done efficiently and effectively, receives instruction and supervision.

**With Six Nations Human Services Committee**

Provides technical support and advice for administration and operational responsibilities. Develops positive relationships with individuals, families and leaders of the Six Nations Community.

**With Other Staff**

Promotes courtesy, co-operation and teamwork with all staff.

**With External Agencies**

Represents and promotes Six Nations interests relative to Health Services, maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

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**With the Public**

Represents and promotes the health service interests of Six Nations; works in a courteous, co-operative, positive proactive manner.

**KNOWLEDGE AND SKILLS:****Minimum Requirements:**

- University degree in social work, psychology or related discipline with 1 year of related experience in mental health or addictions

OR

College diploma in social work or related discipline with 3 years of related experience in mental health or addictions

- Must have a vehicle and a Class G driver's license
- Understands the importance of confidentiality and the ability to work with tact and discretion

**Other Related Skills:**

- Knowledge of computers in Microsoft Office – MS Word & Excel an asset
- Strong interpersonal, verbal and written communication skills an asset
- Good knowledge of the Six Nations Community an asset
- Willingness to maintain ongoing professional competency
- Native is preferred; specifically a residing Six Nations band member.

**IMPACT OF ERROR:**

Errors in judgement and in the conduct of duties could lead to loss 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.

**1695 Chiefswood Road, P.O. Box 5000, Ohsweken  
Ontario N0A 1M0**

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