



A:se:? Dwaihwahsꝛ:nihs (Restorative Justice) Worker – 075R1-23-2
Justice, Central Administration
Contract

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, **June 7th, 2023**, for the A:se:? Dwaihwahsꝛ:nihs (Restorative Justice) Worker with Justice, Central Administration 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 the A:se:? Dwaihwahsꝛ:nihs (Restorative Justice) Worker reports to and works under the direction and supervision of the the A:se:? Dwaihwahsꝛ:nihs (Restorative Justice) Manager. The role of the A:se:? Dwaihwahsꝛ:nihs worker is to facilitate restorative justice conferences for Six Nations youth and adults and other Indigenous people. The A:se:? Dwaihwahsꝛ:nihs worker will work with the Crown's attorney and the police in identifying divertible pre and post charges for restorative justice processes. The successful candidate will provide A:se:? Dwaihwahsꝛ:nihs training and will hold two trainings each year for the Six Nations and broader community within the policies and procedures established by Six Nations of the Grand River.

Type	Contract
Closing Date	June 7 th , 2023
Term:	1 year
Hours of Work	35 hours/week
Wage	\$55,000

BASIC QUALIFICATIONS:

- a) Possesses a bachelor's degree in social work, psychology, criminology or sociology with strong counselling background and two years of experience, or
- b) Completion of an accredited college diploma in social services worker program, with 3-5years of experience in the human service field.
- c) Registered with the Ontario College of Social Workers, or respective regulatory body would be preferable.
- d) Proven ability working with social agencies from Six Nations or other First Nations, as well as surrounding communities.
- e) High Level of Communication Skills: Interoffice, Interpersonal, Telephone, and Written.
- f) Excellent written and verbal communication skills with demonstrated ability to write clear concise letters/reports, proposals, and the ability to meet deadlines and other administrative requirements.
- g) High Level of Computer Skills: Microsoft Word, Outlook, Excel, Power Point and Publisher.
- h) Strong level of organizational skills.
- i) Must be a team-oriented player.
- j) Will have a valid G license.
- k) Must have favourable criminal record check and vulnerable record 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:

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.

- 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 Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@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:

A:se:ʔ Dwaihwahsq:nihs (Restorative Justice) Worker – Contract – 075R1-23-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

POSITION TITLE: A:se:ʔ Dwaihwaḥsr̥:nihs (Restorative Justice) Worker

REPORTING RELATIONSHIP

The A:se:ʔ Dwaihwaḥsr̥:nihs Worker reports to and works under the direct supervision of the A:se:ʔ Dwaihwaḥsr̥:nihs (Restorative Justice) manager.

SCOPE OF THE POSITION

The role of the A:se:ʔ Dwaihwaḥsr̥:nihs worker is to facilitate restorative justice conferences for Six Nations youth and adults and other Indigenous people. The A:se:ʔ dwaihwaḥsr̥:nihs worker will work with the Crown's attorney and the police in identifying divertible pre and post charges for restorative justice processes. The successful candidate will provide A:se:ʔ dwaihwaḥsr̥:nihs training and will hold two trainings each year for the Six Nations and broader community.

1. STATEMENT OF QUALIFICATIONS

Minimum Requirements

- l) Possesses a bachelor's degree in social work, psychology, criminology or sociology with strong counselling background and two years of experience, or
- m) Completion of an accredited college diploma in social services worker program, with 3-5 years of experience in the human service field.
- n) Registered with the Ontario College of Social Workers, or respective regulatory body would be preferable.
- o) Proven ability working with social agencies from Six Nations or other First Nations, as well as surrounding communities.
- p) High Level of Communication Skills: Interoffice, Interpersonal, Telephone, and Written.
- q) Excellent written and verbal communication skills with demonstrated ability to write clear concise letters/reports, proposals, and the ability to meet deadlines and other administrative requirements.
- r) High Level of Computer Skills: Microsoft Word, Outlook, Excel, Power Point and Publisher.
- s) Strong level of organizational skills.
- t) Must be a team-oriented player.
- u) Will have a valid G license.
- v) Must have favourable criminal record check and vulnerable record check.

2. ROLE AND RESPONSIBILITIES

TECHNICAL

- a) Ability to conduct program intakes and interviews.
- b) Ability to facilitate interventions from a broad spectrum of cases.
- c) Ability to coordinate interviews of offender and victim and run a conferencing circle.
- d) Ability to communicate effectively with victims, young people, parents, and workers.
- e) Ability to maintain clear records of work undertaken on a timely manner.
- f) Ability to build healthy relationships between educators, students, and parents.
- g) Knowledge of Haudenosaunee Principles, and how to apply them in a team environment, with clients and community members.
- h) Knowledge and understanding of A:se:[?] dwaihwahsrq:nihs principles and processes.
- i) Knowledge of issues faced by individuals and communities experiencing offending and anti-social behaviour.
- j) Knowledge of the family, criminal justice system and Gladue principles
- k) Experience of working in partnership with other professionals, agencies, and community organizations
- l) Understanding of crisis and peer counselling intervention.
- m) Knowledge and experience of challenges and issues facing vulnerable, socially excluded individuals.
- n) Will attend justice department's community and other promotional events.
- o) Will provide outreach at community events.
- p) Will conduct A:se:[?] dwaihwahsrq:nihs training
- q) Will use a strength-based approach as well as a solution-based approach with clients and staff.

3. ADMINISTRATIVE

- a) Will represent Six Nations Justice Program at inter-agency meetings when appropriate.
- b) Answer telephone calls and responds to emails relating to A:se:[?] dwaihwahsrq:nihs programming.
- c) Create tracking sheet for phone call inquiries.
- d) Follow procedures and practices related to, but no limited to, case management, informed consent, confidentiality, and record keeping.
- e) Will keep monthly program statistics and reports to immediate supervisor.

- f) Will keep the A:se:’ dwaihwahsrq:nihs manager apprised of activities on a weekly and monthly basis both verbally and written.

4. COMMUNICATION & LIAISON

- a) Ensures confidentiality is maintained with clients and justice department matters.
- b) Provides statistical reports and recommendations.
- c) General understanding of communication procedures within an office setting.
- d) Enhances relationships with education system, justice system, community resources and works in collaboration with existing community base programs and services.
- e) Fosters communication and linkages with community agencies/organizations to improve access and mitigate barriers to services and supports.
- f) Maintains confidentiality and ensures compliance following the Justice Department’s policy.
- g) Participates in team approaches to resolving issues, conflicts and problems that may arise in the process of providing services – when appropriate.

5. OTHER RELATED DUTIES

- Performs other job-related duties as may reasonably be required by the Justice Director, and/or the program manager.
- Will attend and participate in scheduled training as directed by immediate supervisor.

6. WORKING RELATIONSHIPS

With the A:se:’ Dwaihwahsrq:nihs Manager

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

With Justice Department Staff

Liaises, cooperates, and provides encouragement; maintains control through teamwork and direction.

With Other Staff

Maintains cooperation and consideration with all staff.

With External Agencies

Represents and promotes Six Nations Justice Department interests relative to the A:se:’ Dwaihwahsrq:nihs program and maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the justice department program interests of Six Nations Elected Council; works in a courteous, co-operative, positive and proactive manner, provides information as requested.

7. WORKING CONDITIONS

- Work involves mental stress, requires interaction with the public and staff, subject to deadlines, interruptions, and some unscheduled work hours, and the ability to take direction, and work effectively and independently.
- Possible travel inside and outside of the community using personal vehicle.

8. IMPACT OF ERROR

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Justice, Six Nations Council, Government Agencies and the public.

9. CONTROL

Guiding principles set by the Justice Department and Six Nations Council. Works within the administrative policies and procedures by the Six Nations Council for the Justice Department and other legislation provided by the respective government.

DISCLAIMER

This document describes the position 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. The Six Nations Justice Department reserves 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