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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

FETAL ALCOHOL SPECTRUM DISORDER COORDINATOR 178-18
CHILD AND YOUTH HEALTH, HEALTH SERVICES
(Full-Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **November 14, 2018**, for the Fetal Alcohol Spectrum Disorder Coordinator with Child and Youth Health, Health Services Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Reports to and works under the direction and supervision of the Child & Youth Health – Team Manager, Six Nations Health Services, which includes matters pertaining to the policies and procedures of Six Nations Health Services and Six Nations Elected Council. The Fetal Alcohol Spectrum Disorder Coordinator shall coordinate Fetal Alcohol Spectrum Disorder related activities that includes prevention, awareness, educational programming that is culturally appropriate services for Six Nations of the Grand River families, teachers, principals and community within the policies and procedures established by Six Nations Elected Council.

Type	Full Time
Closing Date	November 14, 2018
Hours of Work	Unscheduled Hours
Wage	To Be Determined

BASIC QUALIFICATIONS:

- University Degree in the field of Health Sciences or Social Sciences minimum one (1) to two (2) years work related experience in addictions, child nutrition, maternal/ child care or developmental exceptionalities **OR**;
- College Diploma in the field of Health Sciences or Social Sciences and a minimum three (3) years work related experience in addictions, child nutrition, maternal/ child care or developmental exceptionalities;
- Working knowledge of Maternal and Child Health issues pertaining to addictions and nutrition and service delivery;
- Demonstrates the importance of privacy and confidentiality;
- Experience in coordinating and delivering community programming and needs assessments evaluation;
- Excellent public presentation skills;
- Ability to pass a Police Clearance Check;
- Working experience and knowledge of the Six Nations Community;
- Experience using an electronic medical record for client documentation;
- High level of computer competence with Microsoft Office, MS Word, Excel, PowerPoint and Outlook;
- Willing to work flexible hours as deemed necessary by the Team Manager;
- Ability to work independently and to take direction;
- Ability to communicate personal needs and aspirations effectively;
- Creative program promotional skills;
- Ability to problem solve effectively;
- Valid Ontario Driver's License and access to an insured vehicle to attend off-site responsibilities.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Mailed or Hand Delivered – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council 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:

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.

Fetal Alcohol Spectrum Disorder Coordinator – Full Time – 178-18
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

Method #2: Email – Applications must include all of the following:

Please ensure that the SUBJECT LINE of your email states:

Fetal Alcohol Spectrum Disorder Coordinator – Full Time 178-18

1. Printed, filled in and authorized Six Nations Elected Council 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. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to recruitment@sixnations.ca.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Fetal Alcohol Spectrum Disorder (FASD) Coordinator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child & Youth Health – Team Manager, Six Nations Health Services, which includes matters pertaining to the policies and procedures of Six Nations Health Services and Six Nations Elected Council Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

To coordinate FASD related activities that includes prevention, awareness, educational programming that is culturally appropriate services for Six Nations of the Grand River families, teachers, principals and community.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Practices from the Six Nations Health Services Hodi:noshoni Wellness Model providing comprehensive care in a culturally safe manner and incorporates culture as foundation to promote wellbeing.
- To promote, research and incorporate traditional Hodi:noshoni teaching in all program activities that aim to increase knowledge and understanding of all “mind changers”
- Maintain a current list of available information/resources for client referral purposes.
- Deliver an Indigenous FAS/FAE culturally based educational module for preteens, teens, childbearing families; and the community at large.
- Research traditional Hodi:noshoni perspectives in relation to FAS/FAE/child nutrition and incorporate findings into educational modules.
- Deliver child nutrition education for preteens, teens, childbearing families; and community.
- Provide one-on-one support and advocacy services.
- To coordinate monthly support groups for adults living with FASD and/or parents/caregivers of children and youth living with FASD.
- Provide community information sessions utilizing Indigenous specific resources and culturally based education methods.

- Maintains awareness of current contemporary resources and/or developments specifically in relation to FAS/FAE/child nutrition.
- Identify and attend training pertaining to Traditional teachings and/or professional development as approved by the Team Manager.
- With consent, provide referrals for individuals to obtain diagnosis with FASD.
- Assist individuals with suspected FASD through the FASD diagnostic process.
- Implement Non-medical screening of FASD for referral purposes.
- Facilitates programming including education about alcohol/drug use during pregnancy.
- Collaborates with SNHS programs and/or community partners to provide education regarding healthy child nutrition.

2. Communications Functions:

- Maintains pleasant, open communication with all visitors, guests and clients.
- To communicate effectively and promptly to requests for information about services and programs related to Fetal Alcohol Spectrum Disorder.
- Collaborates with SNHS programs and partners to maintain effective client services and programming.
- Participates in staff, team and committee meetings or task groups for program planning, development, evaluation and continuous quality improvement.
- Liaises with other providers in the circle of care to provide the best and most comprehensive care possible for clients.
- Dialogue with other agencies, healthcare professionals and educational sectors as deemed necessary for client support and advocacy.
- Operates with the highest level of confidentiality and discretion in the workplace and within the community as required and permitted by law.
- Support the educator sector as requested by providing resources and education related to Fetal Alcohol Spectrum Disorder.
- Attends case conferences to provide client support or information.

3. Administrative Functions:

- Prepares annual work plan and monthly reports regarding work plan activities.
- Provides quarterly statistical data reports on client care including program and department indicators.
- Conduct program effectiveness evaluations to ascertain the level of satisfaction with program activities, events and resources.
- Analyze effective evaluation data and compile relevant information/documentation into programming reports to be submitted to the Team Manager.
- Implement, maintain and update a confidential database for the purpose of identifying trends and contributing to program development and continuous quality improvement.
- Development of Hodi:noshoni specific resources and promotional material as it relates to FAS/FAE/Child Nutrition.

4. Other Functions:

- Any other related duties as may reasonably be required by the Team Manager
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services as a member of the Emergency Control Group.

WORKING CONDITIONS:

Work has a high public profile, Indigenous FAS/FAE/Child Nutrition focus, extensive interaction with the public; subject to deadlines, interruptions; ability to take direction, prioritize, work independently, develop/identify and initiate organizational systems within work area that will enhance effectiveness, cope with many demands and time restraints.

WORKING RELATIONSHIPS:

Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.

Work may at times be subject to unscheduled hours and out of office sessions.

Work involves providing services to Indigenous community members, thus cultural safety, trauma-informed care and a deep understanding of the social determinants of health related to Indigenous populations in Canada, specifically to the Six Nations Community is necessary.

With the Child & Youth Health – Team Manager

Receives direction, guidance, encouragement; discusses plans and priorities

With Other Staff

Maintains a respectful, honest and professional relationship with all staff demonstrating courtesy, cooperation and teamwork.

With External Agencies

Represents and promotes Six Nations' interests relative to Health Services; seeks to develop positive working relationships with all agencies pertinent to the health and well-being of all clients.

With the Public

Represents and promotes the health service interests of Six Nations; works in a courteous, cooperative, positive and proactive manner, provides information as requested.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- University degree in the field of Health Sciences or Social Sciences minimum one (1) to two (2) years' work related experience in addictions, child nutrition, maternal/child care or developmental exceptionalities.

OR

- College diploma in the field of Health Sciences or Social Sciences and a minimum three (3) years' work related experience in addictions, child nutrition, maternal/child care or developmental exceptionalities.
- Working knowledge of Maternal and Child health issues pertaining to addictions and nutrition and service delivery.
- Demonstrates the importance of privacy and confidentiality.
- Experience in coordinating and delivering community programming and needs assessments/evaluation.
- Excellent public presentation skills.
- Ability to pass a police clearance check.
- Working experience and knowledge of the Six Nations Community
- Experience using an electronic medical record for client documentation.
- High level of computer competence with Microsoft Office, MS Word, Excel, PowerPoint and Outlook.

Other Related Skills:

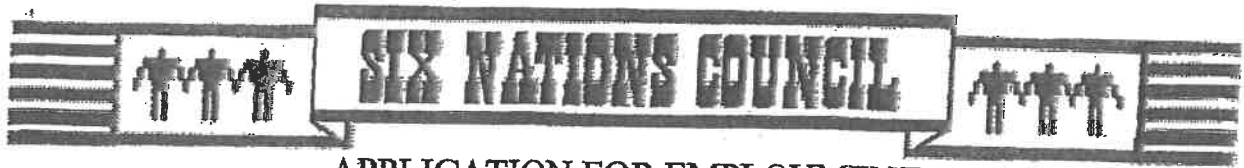
- Willing to work flexible hours as deemed necessary by the Team Manager
- Ability to work independently and to take direction.
- Ability to communicate personal needs and aspirations effectively.
- Creative program promotional skills.
- Ability to problem solve effectively.
- Valid Ontario driver's license and access to an insured vehicle to attend off-site responsibilities.

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, SNEC, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:		First Name	Initial	Last Name	Band & Number(if applicable)
Mailing Address (R.R.#, Blue # & Address)				Home Phone.	Alternate Phone No.
City or Town or Village		Province		Postal Code	Email Address
<p><i>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.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?		Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you have previously worked for Six Nations Council, please answer the following: Length of time worked _____ Months _____ Year(s) Dates Employed: _____ Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY

I Present or Last Employer

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____
2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date