

6



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**EARLY CHILDHOOD DEVELOPMENT 179-18**  
**EARLY CHILDHOOD, HEALTH SERVICES**  
**(3 POSITIONS)**  
**(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 Early Childhood Development Worker with Early Childhood, 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](http://www.greatsn.com) website. Online applications accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Reports to and works under the direction and supervision of the Team Manager for Child & Youth Health, Six Nations Elected Council. The Early Childhood Development Worker shall assist the Early Childhood Development/ Nurse Educator Manager in developing and implementing an Early Childhood Development program for children aged zero (0) – six (6) years old within the Six Nations Community. Adheres to the policies and procedures established by the Six Nations Elected Council for Health Services. The program will be implemented in the Six Nations Elementary Schools, and with partners within the Six Nations of the Grand River Community within the policies and procedures established by Six Nations Elected Council.

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

**BASIC QUALIFICATIONS:**

- Registered Early Childhood Educator or Early Childhood Educator Equivalency as set by the College of Early Childhood Educators;
- Must have a minimum of six (6) months demonstrated ability in providing early interventions in the lives of children and their families;
- Valid Standard First Aid/CPR Certificate;
- Fluency in Mohawk or Cayuga Language and willingness to learn;
- Must pass a Police Check with the Vulnerable Sector;
- Knowledge of assessment methods and practices; childhood development stages; classroom management techniques; nutrition; evaluation techniques and human resource management i.e. domestic violence, substance abuse, death and dying, family dynamics, parenting skills, crisis intervention, Fetal Alcohol Spectrum Disorder;
- Child and Family Services Act (with specific reference to First Nations) an asset;
- Previous experience facilitating Parenting Education, Anti-Bullying Prevention, conflict resolution, and anger management (for children) an asset;
- Teaching experience and/ or Teaching Certification an asset;
- Knowledge of Hodi:noshoni:/ Rotinonhsion:ni culture and history an asset;
- Computer skills in Microsoft Office Word & Excel, Outlook and Electronic Medical Records;
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

**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.

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.

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

**Early Childhood Development – Full Time – 179-18 (3 Positions)**  
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:**

**Early Childhood Development – Full Time – 179-18 (3 Positions)**

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](mailto:recruitment@sixnations.ca).



## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:** Early Childhood Development Worker

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Team Manager for Child & Youth Health, Six Nations Elected Council.

**PURPOSE & SCOPE OF THE POSITION:**

To assist the Early Childhood Development/Nurse Educator Manager in developing and implementing an Early Childhood Development program for children aged 0-6 years old within the Six Nations Community. Adheres to the policies and procedures established by the Six Nations Elected Council for Health Services. The program will be implemented in the Six Nations Elementary Schools, and with partners within the Six Nations of the Grand River Community.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- Receive referrals and distribute to Children's Health Case Manager.
- Maintains a current record on each client; including a Plan of Care and adheres to all privacy requirements for electronic charting.
- Observes and reports pertinent data related to the client, or their environment to the immediate supervisor on a regular basis or as necessary.
- Discontinuation of service when appropriate and provides recommendations for appropriate follow-up
- To assist the Program Manager in annual program evaluations.
- To assist in developing and implementing relevant policies and procedures governing program operations, including confidentiality of records.

**2. Communications Functions:**

- Develop and implement programs that support and promote the physical, cognitive, emotional and social development of children.
- Identifying and adapting to each child's individual personality, skills, and necessities including behaviour and cognitive difficulties.
- Observing, monitoring, and tracking each child's individual progress and development to make sure they work successfully towards achieving pre-established learning and behavioural goals

- Case conference with parents/support staff in order to discuss behavioural and learning difficulties children may present and develop a plan of support.
- Stimulating and assisting in the integral development of children's skills.
- Maintaining a caring, inclusive, safe, and hygienic environment.
- Co-ordinate program activities with school administrators, interdisciplinary team, and other relevant community agencies.
- Provides client/family education and training.
- To assist in developing culturally appropriate curriculum for Six Nations Elementary Schools, under the guidance of the Program Manager.
- To provide one-on-one social support and small group skill building sessions.
- Communicates relevant information to parent/legal guardians with signed consents.
- Participates in program development and accreditation activities.
- Ensuring clients safety and comfort while performing duties
- Inform Program Manager of required supplies for programming
- Assumes responsibilities for skill development and self-growth by attending orientation and in-service programs; and relevant training.
- Attend meetings as required: staff meetings, committee meetings and community partner meetings.
- Ensures all incidents are appropriately reported.
- Reports regularly in writing to the School Principal and Program Manager on school activities and any updates.
- Preparation of internal/external documentation used internally such as updates, memos, and correspondence.
- Participating in planning and decision-making activities which contribute to effective utilizations of resources and the improvement of delivered services and the development of best practices.
- Provide crisis intervention to children 0- 6 years of age and parents.

### 3. Administrative Functions:

- To assist in developing all record-keeping mechanisms and documentation procedures this will include all necessary forms and reports.
- To assist in maintaining the program budget.
- Maintains confidentiality of information regarding the client, family and Early Childhood Development Program.
- Ensures safety of the client and their family is maintained by carrying out duties according to the Health and Safety standards for clients and their families, for self and other personnel.
- Cooperates with all members of the Early Childhood Development Program team in the delivery of client care.
- With written consent, collaborates with all service providers who are a part of the circle of care to assist the child in achieving goals.
- Ensures that the Early Childhood Development Program services are consistent with agency and program philosophy, policies and procedures.

- Assist Program Manager in maintaining an up to date inventory and reports and disposes of any damaged property.
- Assumes responsibility to maintain good standing with any applicable accrediting bodies

**4. Other Functions:**

- Performs other job-related duties as may reasonably be required by the Early Childhood Development/School Nurse 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

**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 and unscheduled hours.

**WORKING RELATIONSHIPS:**

**With the Child & Youth Health Team Manager**

Receives direction, guidance and discusses plans, priorities or interacts to insure tasks are done efficiently and effectively; receives instruction, supervision.

**With Program Staff**

Provides leadership, guidance and encouragement; maintains control through teamwork and direction.

**With Other Staff**

Promote 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.

**With the Public**

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

**KNOWLEDGE AND SKILLS:**

### Minimum Requirements:

- Registered Early Childhood Educator or Early Childhood Educator Equivalency as set by the College of Early Childhood Educators.
- Must have a minimum of six months demonstrated ability in providing early interventions in the lives of children and their families.
- Current Standard First Aid & CPR
- Fluency in Mohawk or Cayuga Language and willingness to learn.
- Must pass a police check with the vulnerable sector.

### Other Related Skills:

- Knowledge of assessment methods and practices; childhood development stages; classroom management techniques; nutrition; evaluation techniques and human resource management i.e. domestic violence, substance abuse, death and dying, family dynamics, parenting skills, crisis intervention, Fetal Alcohol Spectrum Disorder etc.
- Child and Family Services Act (with specific reference to First Nations) an asset.
- Previous experience facilitating Parenting Education, Anti-Bullying Prevention, conflict resolution, and anger management (for children) an asset.
- Teaching experience and/or teaching certification an asset.
- Knowledge of Hodi:noshoni:/ Rotinonhsion:ni culture and history an asset.
- Computer skills in Microsoft Office Word & Excel, Outlook and Electronic Medical Records.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

### 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.



## APPLICATION FOR EMPLOYMENT

### With the Six Nations Council

#### PART I GENERAL INFORMATION

<b>Application for: (Job Title)</b>			<b>Closing Date:</b>		
<b>Name of Applicant:</b>		<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Band &amp; Number(if applicable)</b>
<b>Mailing Address (R.R.#, Blue # &amp; Address)</b>				<b>Home Phone.</b>	<b>Alternate Phone No.</b>
<b>City or Town or Village</b>		<b>Province</b>		<b>Postal Code</b>	<b>Email Address</b>
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.					
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 &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

---



---

**II Previous Employer**

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

---



---

**III Previous Employer:**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; 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