

**GANOHKVASRA FAMILY ASSAULT SUPPORT SERVICES
ETIYA'TAKENHAS SHELTER RELIEF COUNSELLOR**

PLEASE NOTE: All applicants must be willing to provide service in a holistic environment that encompasses men, women and children.

HOURLY RATE: \$18.00 per hour

CLOSING DATE: on going

GENERAL STATEMENT OF DUTIES:

Under the direction of the Shelter Services Supervisor is responsible for planning and facilitating safe therapeutic counselling; ensuring case management duties are completed according to minimal standards, preparing and maintaining administrative duties, demonstrating a supportive, respectful and harmonious team environment. Must work shift work which at times, include identified holidays.

BASIC REQUIREMENTS:

- Post Secondary graduate in Social Work or relevant discipline, or a minimum of three years equivalent combination of work and volunteer experience in the provision of services regarding family violence and other relevant disciplines.
- Understanding of the impact of family violence on the individual family, clan, nation and community.
- Must provide three written letters of reference
- Must be able to provide a current Criminal Records Search including a Vulnerable Sector Screening Report
- Must possess a valid Driver's License and provide a proven safe driving record as indicated by a Driver Record Search
- Preference will be given to applicants of Native ancestry

DIRECTIONS:

In order to be considered, applications **MUST** include a cover letter, resume, and 3 current letters of reference. All documents should clearly state the position applying for. Please indicate "**CONFIDENTIAL**" AND "**ATTENTION DIRECTOR**" and the **position applying for** on the envelope. Only successful candidates will be contacted.

Mail to: Ganohkwasra Family Assault Support Services
 P.O. Box 250
 Ohsweken, ON
 N0A 1M0

Deliver to: 1781 Chiefswood Rd.
 Ohsweken, ON

Email to: dhenry@ganohkwasra.com

Fax to: 519-445-4825

**GANOHKWASRA FAMILY ASSAULT SUPPORT SERVICES
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STATEMENT OF QUALIFICATIONS:

Employee will be required to expand and enhance her/his knowledge, abilities and personal suitability and be able to demonstrate/implement these requirements on an ongoing basis.

BASIC REQUIREMENTS:

- Post Secondary graduate in Social Work or relevant discipline with a minimum of three years equivalent combination of work and volunteer experience in the provision of services regarding family violence and other related disciplines
- Must provide three written letters of reference
- Must be able to provide a current Criminal Records Search including a Vulnerable Sector Screening Report
- Must possess a valid Driver's License and provide a proven safe driving record as indicated by a Driver Record Search
- Preference will be given to applicants of Native ancestry

KNOWLEDGE:

- Ganohkwasra mission and objectives
- Understanding of family violence and the dynamics of abuse and its effects on individual, family and community
- Awareness of traditional and non-traditional community resources
- Haudenosaunee culture and Traditions
- Community diversity concerning culture, values and customs
- Assimilation and the impact on the community
- Traditional life cycle responsibilities (human growth and developmental stages)
- Current provincial and federal legislation relating to Ganohkwasra services
- Appropriate services

ABILITY:

- To keep abreast of new theories and approaches in the field of family violence
- To plan and facilitate safe therapeutic counselling
- To maintain a case management system
- To communicate at a high oral and written level
- To be objective, respectful and sensitive in the performance of all duties
- To work independently and without direct supervision
- To competently operate office equipment; computers, photocopiers, fax machine and gym equipment
- To develop and maintain quality time management skills
- To maintain a good rapport with external resources
- To assess, prioritize and complete multiple responsibilities
- To work flexible hours
- To work in a highly stressful environment
- To be available, dependable and punctual for required shifts
- To work with a high risk population

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PERSONAL SUITABILITY:

- Sensitive to other cultures, customs and traditions
- Maintains and respects healthy boundaries with all individuals
- Able to demonstrate personal and professional ethics; responsibility, initiative and co-operation
- Cooperates with others to foster teamwork
- Objective, respectful and sensitive in the performance of all duties

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DETAILED STATEMENT OF DUTIES

The Etiya'takenhas Shelter Relief Counsellor will fulfill the requirements of this position under the direct supervision of the Shelter Services Supervisor.

Plan and facilitate safe therapeutic counselling to individuals and / or families by providing:

- accurate and complete intake packages
- orientation to the environment
- regular individual sessions
- group sessions according to need
- family / mediation sessions as identified
- crisis counselling intervention
- monthly programming (i.e.) life skills development, recreation and outings
- assistance in the gathering and development of traditional and non traditional resource material
- telephone support and home visits as deemed necessary and safe
- support as an advocate and liaison
- referrals to appropriate resources
- transportation when assessed as appropriate
- child care when necessary

In accordance to the minimal standards ensure all case management responsibilities are current and accurate by:

- service that adheres to the requirement set out by the Ontario Child and Family Services Act and the Children's Residential Licensing Manual
- accurate and complete intake packages
- orientation to the environment and counselling process
- completing charting according to A, B, C, D format
- implementing scheduled programming plans (i.e. house meetings, life skills development, recreation and outings)
- crisis counseling intervention
- identifying and developing safety plans for high risk situations
- assistance in the gathering and development of traditional and non-traditional resource material
- referrals to appropriate resources
- transportation when assessed as appropriate
- reporting all disclosures, safety plans and / or serious occurrences to appropriate authorities
- reviewing current case notes relating to shift
- securing all files in a designated locked storage area and ensuring files are not removed from the building
- completion of discharge summaries
- collecting, recording, storing, dispensing and locking of all medications

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Prepare, conduct and maintain administrative duties in a timely manner by providing:

- adhering to and abiding by the contents of the Ganohkwasra Family Assault Support Services operations manual
- completing and submitting weekly timesheets, Professional / Personal Development requests and summaries as identified
- complete group summary reports
- all requirements of supervision (preparation, participation and completion)
- attendance participation in meetings and training as requested
- all internal and external documentation to immediate supervisor for review and signature
- all duties will be completed in the strictest of confidence
- assisting and planning of menus, purchasing of groceries and supplies when required

Promote a supportive, respectful and harmonious team environment by:

- working cooperatively and in coordination with all staff members
- communicating concerns with all staff members in a sensitive, direct manner to promote understanding and resolution
- providing compassion / nurturance to those involved with Ganohkwasra who are experiencing death / tragedy e.g. cooking
- participating in special events related to Ganohkwasra initiatives to encourage wellness and spirit
- assisting in general housekeeping and maintaining safety requirements of environment
- informing / liaising with other agencies / community members about family violence from a Haudenosaunee perspective as identified
- planning, implementing and / or assisting with fund raising activities
- monitoring the care of Ohkwehon:we tobacco (planting, harvesting, drying)
- being willing to participate in personal therapeutic healing process and provide documentation as required/requested
- relating to one another with respect and kindness to promote the principles of the Good Mind
- promoting Haudenosaunee principles, values, beliefs, language and customs
- ongoing maintenance of personal and professional growth and development