



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**PRIMARY PREVENTION SUPERVISOR 019-19**  
**CHILD & FAMILY SERVICES, SOCIAL SERVICES**  
**(Full-Time)**

Applications will be received by Six Nations Elected Council and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, January 30, 2019, for the Primary Prevention Supervisor with Child & Family Services, Social 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 Manager of Six Nations Child and Family Services. The Primary Prevention Supervisor is responsible for supervision of the Primary Prevention and Resource Development Unit staff and volunteers; to monitor the administration of the operations, development and delivery of the Prevention programs, workshops and special events; for the development of on-going program volunteer resource development; for facilitation of group development and for the performance of other related duties as determined by the manager within the policies and procedures established by Six Nations Elected Council.

<b>Type</b>	Full Time
<b>Closing Date</b>	January 30, 2019
<b>Hours of Work</b>	Some unscheduled hours; flexibility to work evening and weekend hours
<b>Wage</b>	To Be Determined

**BASIC QUALIFICATIONS:**

- University Degree or Community College Diploma in Social Work or related field. Will have three (3) years supervisory experience in a Social Service setting. Excellent computer skills and demonstrated proficiency in current business software
- Excellent written and oral communications skills
- Good organizational skills
- Will be willing to work flexible hours including evenings and weekends
- Expressive arts training considered an asset
- Ability to work independently and as a strong team player; good interpersonal skills
- Ability to analyze problems, recommend and implement solutions
- Ability to pass Criminal Check and Child Abuse Registry Check
- Knowledgeable in Hadenosaunee culture and the contemporary characteristics of the Six Nations' social structure
- Will be thoroughly familiar with the relevant legislation, regulations and guidelines
- Extensive knowledge of traditional approaches to helping
- Will be thoroughly familiar with Six Nations' Child and Family Services' principles, policies and other services resource
- Will be Native in preference to other applicants
- Will have a vehicle and valid Class "G" Driver's License
- Must have one (1) million and OPCF six (6) on insurance (permission to carry passengers).

**SUBMISSION PROCEDURE: (Choose one method ONLY):****Method #1: Email – 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. 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).

**Please ensure that the SUBJECT LINE of your email states:**

**Primary Prevention Supervisor – Full Time - 019-19**

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.

**Method #2: 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:

**Primary Prevention Supervisor – Full Time - 019-19**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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**SIX NATIONS SOCIAL SERVICES  
SIX NATIONS CHILD AND FAMILY SERVICES  
PRIMARY PREVENTION SERVICES SUPERVISOR**

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Manager of Six Nations Child and Family Services.

**PURPOSE AND SCOPE OF THE POSITION:**

The Primary Prevention Services Supervisor is responsible for supervision of the Primary Prevention and Resource Development Unit staff and volunteers; to monitor the administration of the operations, development and delivery of the Prevention programs, workshops and special events; for the development of on-going program volunteer resource development; for facilitation of group development and for the performance of other related duties as determined by the manager.

**DUTIES AND RESPONSIBILITIES:**

**1. TECHNICAL:**

- Participate in the preparation of budgets, work plans, and program plans for Primary Prevention and Resource Development Services.
- Monitor and assist in the development, delivery, organization and evaluation of community information sessions, programs and workshops when required.
- Assisting in the planning, development and delivery of primary prevention and wellness programming when required
- Approving program plans
- Monitor unit staff performance, recommending specific training to improve service provision and administrative skills as required.
- Prepare and present concise program reports.
- Monitor and assist in the development and delivery of public promotion strategies to increase the community's awareness of programs and services available.

**Resource Development**

- Consistently monitoring and ensuring volunteer support requirements are identified and addressed
- Monitor the scheduling of transportation and child care requests
- Monitoring and approving advertising for the unit
- Planning, implementing and monitoring and effective process of recruiting, training supporting, assigning and appreciating volunteers.

- Monitor the input of accurate and relevant information into the information system.

## **2. ADMINISTRATIVE:**

- Develop appropriate job descriptions and eligibility requirements for workers.
- Approve recruitment /information packages and continuously advertise through all possible media (radio, newspaper, flyers, poster, etc.).
- Assist in the establishment of interagency working relationships in respect to the delivery of community support services to members.
- Monitor the work of the unit and recommending operational policy, program and job description changes and staffing actions to the manager and participating in staffing actions for the unit
- Monitoring and approving staff timesheets, weekly itineraries, quarterly time summaries, accounts payable, travel claims and all reports.
- Reviewing, recommending and monitoring the unit expenditures (travel claims, supplies etc)
- Monitoring expenditures against the budget and advising the manager with respect to any current year deviations from expenditure plan as well as coming year projected budget requirements.
- Approving leave applications and ensuring that responsibilities are transferred to other staff as required: and by ensuring the information system is accurate and continuously updated with respect to resources developed and program data
- Keeping up to date files on staff.
- Complete staff performance appraisal process, which includes conducting annual staff evaluations.

## **3. COMMUNICATIONS & LIAISON:**

- Role modeling as the supervisor the highest standards of service consistent with Six Nations Child and Family service principles and policy in working with children and families facing difficulties.
- Providing direction, leadership, assistance, coaching and on-going feedback, (based on an open-door approach, staff performance planning, as well as regular staff meetings) to unit staff in the execution of their responsibilities.
- Facilitating team development in order to create an effective, cohesive group of individuals who work together with commitment to reach the unit goals.
- Facilitating team approaches to resolving such issues, conflicts and problems that may arise in the process of providing support services.
- Ensuring that staff remain current with any changes to policies, legislation, regulations and guidelines.
- Monitor and identify shifts in community needs and advise the manager of the implied service and operational changes implied.

- Involving staff in decision making respecting unit problem solving, planning and development.
- Orientating new staff to the Six Nations Social service mission statement, values, principles, Child and Family framework policy and the responsibilities to the position.
- Ensuring that Prevention programs do not duplicate the work of Six Nations social and health services through the establishment of protocols and/or collaborative efforts with any external agencies that have regular contact in respect to the delivery of community support services to members
- Ensuring that the interagency protocols are consistent with Six Nations service principles.
- Work respectfully and effectively with children, family, and other community members; in particular with elders.
- Effectively interpret and respond to community needs.
- Effectively networking with other agencies for programming needs of the community.
- Participate in team development and team approaches to problem solving.

### **3. OTHER RELATED DUTIES:**

Any other related duties as assigned by the Manager of Six Nations Child and family Services which includes, but is not limited to, participation in the Six Nations Community Emergency Measures Plan, participation in Crisis Services and the Tragic Events Response Team.

### **WORKING CONDITIONS:**

Work involves mental stress; requires interaction with the public, staff, subject to deadlines, interruptions, and some unscheduled hours; flexibility to work evening and week-end hours; ability to take direction, prioritize, and work independently.

Some travel in and outside of the community using own transportation possibility of air travel.

### **WORKING RELATIONSHIPS:**

Must be able to work as a team player with internal CFS staff.

With the Manager of Six Nations Child and Family Services  
Receives direction and guidance. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With the other agencies  
Provides information and assistance. Works in a cooperative and courteous manner.

With the Community - Represents and promotes Six Nations Council and the Social Services Department in a courteous, cooperative and professional manner.

Familiar with Six Nations Council, Health and Safety and Financial management policies and procedures.

### **KNOWLEDGE AND SKILLS:**

#### **Minimum Qualifications**

University degree or community college diploma in social work or related field.  
Will have 3 years supervisory experience in a social service setting  
Excellent computer skills and demonstrated proficiency in current business software.

#### **Other Preferred Qualifications**

- Excellent written and oral communications skills.
- Good organizational skills.
- Will be willing to work flexible hours including evenings and weekends
- Expressive arts training considered an asset.
- Ability to work independently and as a strong team player; good interpersonal skills.
- Ability to analyze problems, recommend and implement solutions.
- Ability to pass criminal check and child abuse registry check.

### **KNOWLEDGE AND SKILLS:**

- Knowledgeable in Hadenosaunee culture and the contemporary characteristics of the Six Nations' social structure.
- Will be thoroughly familiar with the relevant legislation, regulations and guidelines.
- Extensive knowledge of traditional approaches to helping.
- Will be thoroughly familiar with Six Nations' Child and Family Services' principles, policies and other service resource.
- Will be Native in preference to other applicants.
- Will have a vehicle and valid class "G" driver's license.
- Must have 1 million and OPCF 6 on insurance (permission to carry passengers).

### **IMPACT OF ERROR:**

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

**CONTROL:**

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy;

Works within the Six Nations of the Grand River Social Services values, principles, and mission statement, and the Six Nations of the Grand River Child and Family Services policies as set by the Six Nations Council;

Works within the policies and procedures established through service contracts by the Six Nations Council and the funding agency (Ministry of Children and Youth Services), and within the legislation of the relevant legislation, ie Child and Family Services Act, Mental Health Act, Youth Justice Act.



**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	
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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
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked    _____ Months    _____ Year(s)    Dates Employed: _____</p> <p>Reason for Leaving    _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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</p> <p>Do you wish to work    <input type="checkbox"/> Full-Time    <input type="checkbox"/> Part-Time    <input type="checkbox"/> Temporary/Casual</p> <p>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</p>					

**PART II EDUCATION**

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



<b>PART III WORK HISTORY</b>	
<b>I Present or Last Employer</b>	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:	
<b>II Previous Employer</b>	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<b>III Previous Employer:</b>	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