

**GANOHKVASRA FAMILY ASSAULT SUPPORT SERVICES  
COMMUNITY YOUTH COUNSELLOR – Ohahiyo**

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

**CLOSING DATE: Tuesday, December 1, 2020 at 4:00 p.m.**

**GENERAL STATEMENT OF DUTIES:**

Under the direction of the Community Counselling Supervisor, is responsible for planning and facilitating safe educational/therapeutic group counseling, namely Youth-Ohahiyo; ensuring case management duties are completed according to minimal standards; preparing and maintaining administrative duties; promoting a supportive, respectful and harmonious team environment.

**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

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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.**

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**KNOWLEDGE:**

- Ganohkwasra's mission and objectives
- Understanding of family violence, the dynamics of abuse, its effects on individual family and community
- Awareness of traditional and non-traditional community resources
- Haudenosaunee culture
- Diversity in the community 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 resources

**ABILITY:**

- To keep abreast of new theories and approaches in the field of family violence
- To plan and facilitate safe educational/therapeutic counseling
- To plan and facilitate safe group 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 without direct supervision
- To competently operate office equipment; computers, photocopies, and fax machine
- To develop and maintain quality time management skills
- To assess, prioritize and complete multiple responsibilities
- To maintain a good rapport with community resources
- To work flexible hours
- To be punctual
- To work in a highly stressful environment

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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 and works well with others to foster teamwork
- Objective, respectful and sensitive in the performance of all duties

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**DETAILED STATEMENT OF DUTIES**

The Community Youth Counsellor will fulfill the requirements of this position under the direct supervision of the Community Counselling Supervisor.

**Plan and facilitate safe therapeutic counseling and Ohahiyo groups to individuals and / or families by providing:**

- accurate and complete intake packages
- orientation to the environment and counselling process
- complete internal assessments and healing journey plan of care(s)
- ongoing assessment of short and long term goals as identified in healing journey plan of care
- weekly sessions
- group sessions
- family sessions according to need
- crisis counselling intervention
- 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

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

- submitting documentation for feedback, revision and approval
- updating client contact sheets and case management tracking sheets
- identifying and developing safety plans for high risk situations
- reporting all disclosures, safety plans and/or serious occurrences to appropriate authorities
- completing charting according to the A, B, C, D format
- filing of incoming / outgoing correspondence
- following up with referrals
- revising healing journey plan of care
- preparing and participating in case conference(s) / review(s) as deemed necessary
- organizing / attending all relevant case management meetings
- completing discharge summaries
- completing evaluations
- securing all files in a designated locked storage area and ensuring files are not removed from the building

\* All files are subject to a file maintenance review

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

- adhering to and abiding by the contents of the Ganohkwasra Family Assault Support Services operations manual
- completing and submitting weekly timesheets, appropriate leave forms, monthly reports, Professional / Personal Development requests and summaries as identified
- individual and group summary reports as required
- assisting in the development of annual work and training plans
- assisting in any evaluation process and / or review as required by funding sources
- completing all requirements of supervision (preparation, participation and completion)
- attending to all mandatory meetings and training as required
- submitting all internal and external documentation to immediate supervisor for review and signature
- completing all duties 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
- providing lunch coverage to receptionist 11:30 – 12:15 p.m. minimally once a month
- 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
- Encouraging, supporting and mentoring Ganohkwasra Family Assault Support Services knowledge, values and skills.