



Indigenous Volunteer Coordinator 007R3-24-1
Justice
Part-Time Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 17, 2024**, for the **Indigenous Volunteer Coordinator** position with the **Justice** Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Indigenous Volunteer Coordinator** will report to the IVS Manager.

The Indigenous Volunteer Coordinator will be responsible for the development of the of the Crisis Responder program. With the outcome being able to provide 24/7 services to clients in need. Who are victims of crime and other social tragedies in the Indigenous communities of Brantford, Six Nations, Hamilton, and Cayuga. It is intended that the program will becomes self sustained with a volunteer resource list available to assist.

Type	Part Time Contract
Closing Date	July 17, 2024
Term	Until March 2025
Hours of Work	24 hours weekly
Wage	\$27.20/hour

BASIC QUALIFICATIONS:

- A two-year accredited social service worker diploma with three to five years' continuance experience in the human services field or a Bachelor of Social work, or Social Science". With two years experience.
- Minimum three (3) year experience working with Indigenous organizations or within First Nations communities.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.

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2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

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

1. Printed, filled in, and authorized Six Nations of the Grand River 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 qualify 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:

Indigenous Volunteer Coordinator – Part Time Contract – 007R3-24-1

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

**SIX NATIONS JUSTICE DEPARTMENT
INDIGENOUS Volunteer Coordinator**

POSITION TITLE: INDIGENOUS VOLUNTEER COORDINATOR

REPORTING RELATIONSHIP

The Indigenous Volunteer Coordinator will report to the IVS Manager

PURPOSE AND SCOPE OF THE POSITION

The Indigenous Volunteer Coordinator will be responsible for the development of the of the Crisis Responder program. With the outcome being able to provide 24/7 services to clients in need. Who are victims of crime and other social tragedies in the Indigenous communities of Brantford, Six Nations, Hamilton, and Cayuga. It is intended that the program will becomes self sustained with a volunteer resource list available to assist.

1. DUTIES AND RESPONSIBILITIES TECHNICAL

- Responsible for the development of the program; recruitment, management and training of crisis responders.
- Responsible for training the staff in house.
- Responsible for doing research on topics the responders will need for them to do their volunteer work.
- Responsible for planning and developing the training schedule, locating speakers.
- Responsible for having an elder attend the sessions and be able to respond to people if triggered.
- Responsible for developing Train the Trainer material for future use.
- Responsible to coordinate crisis responders to respond appropriately to clients in times of crisis and those facing tragic circumstances – by phone and physically when appropriate.
- Responsible for responder to accompany and support victims to hospital, police station and to court with client consent, and when it is appropriate to do so.
- Responsible to debrief with the crisis responders or have elders available to speak to them when needed.
- Responsible to collaborate with community partners and agencies to ensure Crisis Response volunteers are well equipped to respond to a variety of crisis situation.
- Responsible to ensure Crisis Response Volunteers have ongoing resources ie: client support kits with community resources.
- Will provide program outreach to bring awareness on crisis responder program and other justice department programming when required.
- Knowledge of Haudenosaunee Principles, and how to apply them in a team environment, with clients and community members.

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- Knowledge and experience of challenges and issues facing vulnerable, socially excluded individuals.

2. **ADMINISTRATIVE**

- a) Represent Six Nations Justice Department at inter-agency meetings when appropriate.
- b) Keep monthly program statistics (in coming calls, face-to-face meetings with clients, number of intakes completed).
- c) Create weekly work plans and weekly activity reports to keep manager apprised.
- d) Create monthly work plans and activity reports to keep manager apprised
- e) Will keep progress notes on program and will enter into program database.

3. **COMMUNICATION**

- a) Ensures and adheres to confidentiality for clients, staff, and Six Nations Justice Department matters.
- b) Keeps the manager apprised of activities on a weekly basis both verbally and in a written weekly and monthly reports.
- c) Will write memorandums and/or briefing notes when making program requests, and making innovative program recommendations.
- d) Will consult with the manager prior to writing emails or any communication to individuals in higher positions (eg. Ministry, Directors, other managers) and copy the IVS Manager on these emails.
- e) Will have a general understanding of communication procedures within an office setting.

4. **OTHER RELATED DUTIES**

- a) Performs other job-related duties as may reasonably be required by the IVS manager and/or Justice Director.
- b) Attend and participate in scheduled training as directed by IVS manager.
- c) Participates in Justice Department community events.

5. **KNOWLEDGE AND SKILLS**

Qualifications

- A two-year accredited social service worker diploma with three to five years' continuance experience in the human services field or a Bachelor of Social work, or Social Science". With two years experience.
- Minimum three (3) year experience working with Indigenous organizations or within First Nations communities.

6) **OTHER PREFERRED SKILLS**

- Excellent communication, critical thinking, and interpersonal skills.
- Has excellent report writing skills.

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- Flexibility and adaptability in a fast-paced environment.
- High level of training adults and facilitation skills.
- High level of ability to develop material and manuals on train the trainer.
- High level of communication skills: interoffice, telephone, and written.
- High level of computer software skills: Microsoft Word, Outlook, Excel, Power Point and Publisher.
- High level of office and interpersonal communication skills.
- Strong level of organizational skills for self.
- Must be a team player.
- Possess research and data collection skills.
- Has a valid G license.
- Aware of Six Nations Community and services available in the area.
- Possess the ability to adapt and relate effectively with people of all ages.
- Will participate in recommended training.

7) WORKING CONDITIONS:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public. Subject to interruptions, deadlines, unscheduled hours.
- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.
- Work involves considerable out-of-office contact.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.
- Work may at times be subject to unscheduled hours.

8) WORKING RELATIONSHIPS:

With the Justice IVS Manager

Receives direction, guidance, and discusses plans and priorities to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Department Staff

Liaises, cooperates, and provides encouragement; maintains control through teamwork and direction.

With Other Staff

Maintains cooperation and consideration with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to the Justice Department and IVS and maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the justice program interests of Six Nations; works in a

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courteous, co-operative, positive and proactive manner, provides information as requested.

6) IMPACT OF ERROR

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Justice, Six Nations Council, Government Agencies and the public.

7) CONTROL

Guiding principles set by the Justice Department and Six Nations Council. Works within the administrative policies and procedures by the Six Nations Council for the Justice Department and other legislation provided by the respective government.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the position. It is not to be understood as an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions, or skills required for this position. Additional duties may be assigned. The Six Nations Justice Department reserves the right to modify job duties, or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of employee

Date