



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION BLDG.
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627

EMPLOYMENT OPPORTUNITY-INTERNAL / EXTERNAL POSTING

Mohawk Family Services – Family Service Coordinator

One Year Term - Full time Position – Pay Rate - \$20.48 per hour

Job Summary:

Under the direction of the Mohawk Family Services Program Manager, the Family Service Coordinator will be responsible for coordinating services to members of the Mohawks of the Bay of Quinte and ensuring that the families are receiving the most appropriate services to keep children safe.

The key focus of this position will be to oversee the daily case management of files, including representing the interests and rights of the families of the Tyendinaga Community. The Family Service Coordinator will attend all meetings with families, collaterals, and other services that are in place to preserve the unity of the family while protecting the safety of children. The Coordinator is responsible for providing assistance to families, children, and youth who have a demonstrated need that may affect their ability to effectively parent or be parented and maintain their placement at home, or their ability to return to the family home.

The Family Service Coordinator will also support alternative care providers in their effort to support the children of the community. The workers will accept ongoing case files from the Program Manager and coordinate services with the Family Support Prevention Workers, and the Child and Youth Worker. The Coordinator will provide case updates to other shared workers, and keep clear case notes in an organized file management system.

The Family Service Coordinator will carry a case load of 15 -20 families who require their support. There will be a need for time flexibility, and travel, as appointments may be out of the area or be during evenings or weekends. The Family Service Coordinator will be responsible for after-hours coverage for Mohawk Family Services, on a shared schedule with other team members.

Education, Experience, Knowledge, Skills and Abilities Requirements:

- Graduation from an accredited University program with a major in social work, or psychology; **OR** – Graduation from an accredited College program with a major in Social Service Worker **WITH** at least 2 years of case management experience.
- Working level knowledge of the Child, Youth and Family Services Act and Bill 210.
- Knowledge of the SAFE home study and PRIDE training systems.
- Excellent risk assessment and problem solving skills.
- Strong ability to work independently, and as part of a team.
- Good ability to be sensitive to difficult situations that require non-violent crisis intervention skills.
- Good understanding of Mental Health symptoms and how Mental Health issues affect families.
- Strong knowledge of the history of Indigenous people and the oppression that some cultures have suffered.
- Valid (G) Drivers' License, vehicle for transporting clients and adequate insurance.
- Current CPR/First Aid and AED certification.
- Must be able to provide a clear Vulnerable Sector check.
- Strong organizational, time management, and case management experience related to managing family files.
- Knowledge and Respect for the Tyendinaga community, the culture, the families, and of community issues, customary best practice, and local and area resources.
- A sound knowledge of placement resources in the area.
- Ability to deliver crisis intervention related services, in cases involving domestic violence, sexual abuse, addictions, and the protection of children and families.
- Excellent interpersonal and team building skills.
- Good computer skills including excel, word and outlook.
- Proficient written and communication skills, as well as negotiation and mediation skills.
- Provide high level of confidentiality, including empathy for clients and client situations.
- Non-judgmental outlook, focused on helping families make positive gains.

COVID-19 considerations:

Interviews will be conducted remotely. We are fully compliant with guidelines set by the ministry of health to provide a safe workplace.

All qualified candidates are encouraged to apply, however, current staff or members of Mohawks of the Bay of Quinte and Indigenous applicants will be given priority and are asked to self-identify.

DEADLINE FOR APPLICATIONS: October 29, 2021 at 4:30 P.M.

IN PERSON OR BY MAIL: R.R. #1, 24 Meadow Drive Tyendinaga Mohawk Territory K0K 1X0	BY PHONE OR FAX: Phone: 613-396-3424 Fax: 613-396-3627	BY EMAIL: careers@mbq-tmt.org Or Visit our Website: www.mbq-tmt.org
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*NOTE: Internal postings are intended for all MBQ staff and the membership of the Mohawks of the Bay of Quinte
We thank all applicants for their interest in this position but only those selected for an interview will be contacted.*