



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Gender Diversity Worker

Posting Type: Internal

Program: Mohawk Family Services (MFS)

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: March 24, 2024, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Pay Grade Level C (*Annualized Salary range \$53,310.40-\$57,366.40*)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Gender Diversity Worker will work collaboratively with members of the team, community and other programs to ensure all clients receive support and wholistic care; support clients to maintain their emotional, physical, mental and spiritual wellbeing; offer guidance and support to programs in the community; to encourage and build supports with outside agencies for referral purposes and to build resources. This worker will support Two-Spirit and Indigenous LGBTQ+ young people by increasing access to supports and activities through the Community Wellbeing Centre in support of overall wellbeing. They will work both one-on-one with participants and with groups, engaging Two-Spirit and Indigenous LGBTQ+ young people in a community-driven process to self-define wellbeing and explore ways that MBQ/CWC and surrounding communities can support sense of belonging.

Reporting:

This position will report to the MFS Manager. This position has no direct reports.

Summary of Main Responsibilities:

☞ **Contribute to program management and administration:**

- Maintaining files, updating case files according to procedures;
- Reviewing information system data and preparing/presenting concise reports in a timely manner;
- Compiling statistical data and fulfilling reporting requirements, and adhering to deadlines;
- Preparing action plans and budget submissions for community events or workshops being organized and submit them to the manager;

- Being familiar with and adhering to the OCSWSSW guidelines and Health Information Act, as well as other relevant legislations;
- Ensuring that the Database is up to date and maintained on a consistent basis;
- Researching as required; and
- Networking with agencies on and off Territory to ensure that clients are receiving support, advocacy, referral and access to services.

☞ **Ensure all clients receive support and wholistic care:**

- Providing client centered and directed counselling to Two Spirit and LGBTQ+ youth and families.
- Provide support to and work in collaboration with existing programs, networks, events, and Two Spirit and LGBTQ+ leaders and allies.
- Build collaborative activities with CWC programs and services serving Two Spirit and LGBTQ+ youth and families.
- Utilizing standardized assessment tools and intake interviews to establish service plans and goals with clients;
- Engaging family and supports in the development of service plans where appropriate and applicable;
- Utilizing evidence based techniques delivered within an Indigenous framework;

☞ **Provide community support:**

- Identify and promote Indigenous Two Spirit and LGBTQ+ community engagement opportunities.
- Lead the development of Two Spirit and LGBTQ+ Indigenous-specific resources.
- Source research opportunities and facilitate focus groups to enhance knowledge of local Indigenous 2SLGBTQ+ concerns.
- Research and develop inventory of potential supports, services, training platforms, and other resources to best support Two Spirit and LGBTQ+ awareness and activities.
- Providing program coverage as part of a rotation to respond to urgent situations and inquiries during business hours, to all ages;
- Being familiar with non-Indigenous and Indigenous community services and resources.

☞ **Health and Safety:**

- Promoting and following all MBQ Health and Safety policies and procedures

☞ **All other duties as required**

Requirements:

- ☞ Post-Secondary diploma or degree in Social Services or equivalent;
- ☞ Minimum 2 years work experience in a social justice services environment
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ☞ Knowledge of Two Spirit and LGBTQ+ issues, familiarity with the LGBTQ+ community and human rights, and awareness of existing local, provincial, and federal supports and services.
- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Demonstrate a good knowledge of and respect for Indigenous people, cultural heritage and history.
- ☞ Ability to work as an individual and as part of a team

- ✧ Excellent organizational, time and file management skills
- ✧ Knowledge of and ability to interact with external partners
- ✧ Able to lift heavy boxes
- ✧ Minor decision making skills
- ✧ Ability to be organized
- ✧ Conflict resolution skills
- ✧ Stress and time management skills

Behavioural Competencies:

- ✧ Must be an empathetic and non-judgemental person
- ✧ Must maintain strict confidentiality
- ✧ Be honest, respectful and trustworthy
- ✧ Possess cultural awareness and sensitivity
- ✧ Be creative and flexible
- ✧ Demonstrate sound work ethic
- ✧ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Mohawks of the Bay of Quinte 24 Meadow Drive Deseronto, ON K0K 1X0 ATTN: Careers	By Fax: 613-396-3627 By Email: careers@mbq-tmt.org
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For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) careers@mbq-tmt.org or to find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- *Internal Postings are for members of MBQ or active employees only*
- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Salary posted is based on an annual rate, for a 40 hour per week position, 52 weeks per year, actual will be prorated based on position*
- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*