



# 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](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** Social Navigator Worker (SNW)

**Posting Type:** Internal/External

**Program:** Mohawk Family Services

**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 Social Navigator is directly responsible to the Manager of Mohawk Family Services. They will work with those experiencing homelessness or at risk of homelessness, through teaching individuals' skills for independence, getting established in the community by ensuring 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 assist in the navigation of systems to access supports, navigate through processes and documentation in securing and maintaining safe and stable housing, and to walk alongside them on their path to stable housing.

### Reporting:

This position will report to the Mohawk Family Services Manager. This position has no direct reports.

### Summary of Main Responsibilities:

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

- Maintain and update files, prepare and present reports per policies and deadlines
- Prepare action plans and budgets
- Research and Network

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

- Provide in home counselling of individuals to children and youth up to 17 years
- Utilize assessment tools and intake interviews to establish plans and goals
- Engage family supports and utilize evidence-based techniques

- Providing wholistic support & develop culturally appropriate materials
- Schedule and maintain appointments, with willingness to handle crisis and provide support

☞ **Provide community support:**

- Provide support to community members 17 years and younger
- Develop, support and promote culturally based activities, programs and engagement events that impact balance and wellness for community children, youth, and families
- Provide program coverage, willingness to handle crisis calls and provide support
- Plan, implement, monitor and evaluate services provided

☞ **Health and Safety:**

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

☞ **All other duties as required.**

**Requirements:**

- ☞ Bachelor of Social Work preferred or
- ☞ Diploma in Social Service work program or Humanities
- ☞ Must be registered, or willing and able to register, with Ontario College of Social Workers or another acceptable governing body
- ☞ Two years direct counselling experience required
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Experience in a First Nations setting preferred
- ☞ 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:**

- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Knowledge of databases, etc.
- ☞ Ability to work as an individual and as part of a team
- ☞ Develop & maintain secure knowledge of social & mental health services
- ☞ Demonstrate knowledge and respect of Indigenous culture, traditions & history
- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Excellent organizational, time and file management skills
- ☞ Knowledge of and ability to interact with external partners

**Behavioural Competencies:**

- ☞ Strong desire to help those with disabilities, disadvantages, health or social needs
- ☞ Must be empathetic and non-judgemental
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic

**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](mailto:careers@mbq-tmt.org)

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

To find out more about Mohawks of the Bay of Quinte, please visit our website at [www.m bq-tmt.org](http://www.m bq-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*