

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*'Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

### POSITION:

Ohén:ton Saionwátka'we Family Support Worker, Public Safety Division

### DURATION:

Fixed-Term, Full-Time  
Six (6) Month Probation Period

### DESCRIPTION:

See Attached Job Description

### SALARY:

Hours of Operation  
Hours per week

\$1,046.63 to \$1,182.75 Per Week  
8:30 a.m. to 4:00 p.m.  
37.5 hours per week

### DEADLINE FOR APPLICATION:

Tuesday, May 30, 2023 - 4:00 p.m.

### REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.**

- ✓ Applicant Check list
- ✓ Letter of intent
- ✓ Resume

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **A preference will be given to Aboriginal candidates.**

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<b>Job Title:</b>	Ohén:ton Saionwátka’we, Family Support Worker
<b>Division:</b>	Public Safety Division
<b>Reports To:</b>	Kahnawake Community Offender Reintegration Supervisor
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b>	
Under the supervision of the Kahnawake Community Offender Reintegration Supervisor, the Family Support Worker will provide various support services for family members of incarcerated individuals, from the beginning of the prison sentence through warrant expiration. Provides support to individuals within a reintegration supervision mandate.	
<b>Cultural Identity Attributes:</b>	
A logical, independent individual working in a specialized area of community corrections that enjoys challenging situations and has knowledge and persistence to see a job through to completion. Is organized, accurate, assertive, self-reliant, decisive, and a self-starter.	
<b>Roles &amp; Responsibilities</b>	
<b>Coordinate the delivery of family services.</b>	
<ul style="list-style-type: none"> <li>• Receive cases to supervise as determined at the Ohén:ton Saionwátka’we team meeting;</li> <li>• Provide case relevant information in regard to services, organizations and groups attended or required</li> <li>• Ensure the provision of services to those individuals and families in need of assistance in the areas of: <ul style="list-style-type: none"> <li>- Correctional Services Canada.</li> <li>- Ministère de la Sécurité publique,</li> <li>- the Commission québécoise des libérations conditionnelles.</li> <li>- National Parole Board of Canada</li> <li>- Any other cases as deemed necessary by Supervisor</li> <li>-Participate in the development of new procedures in delivery of client services.</li> </ul> </li> <li>• Identify training needs, deliver training when available, and provide sharing of knowledge or skills to staff;</li> <li>• Acquire, review, and develop material relevant to cases e.g., current regulations, trends &amp; needs of families;</li> <li>• To assist the Kahnawake Community Offender Reintegration Supervisor to develop, implement and evaluate program activities;</li> <li>• Provide after-hour services to crisis situations as required;</li> </ul>	



- Assists in developing an action plan & supports the logistics of emergency interventions;
- Consults with client representatives, proposes delivery options and ensures efficient delivery of services;
- Ensures National Parole Board directives are fully comprehended and adhered to by the family and the organization.

### **Provide Family Interventions and Team Support.**

- Provides leadership, mentorship, and support service responsibilities in accordance with the organization's policies and applicable laws.
- Including Interviews, Referrals, Accompaniment, Educating, Counselling, Administrative requirements for CSC, Cultural support, Problem solving, CSC translations, & Reintegration support.

### **Provides Clinical Support.**

- Provides clinical input on complex situations and cases;
- Discusses and review service plans, service goals and/or objectives with Kahnawake Community Offender Reintegration Team to ensure the proper action to take on cases;
- Ensures the progression of all cases;
- Observes and notes patterns and themes in service delivery and articulates these to Supervisor;
- Reviews all Legal Reports, ensures they are submitted to the court in a timely manner and prepares staff members to attend National Parole Board hearings.

### **Perform Administrative responsibilities.**

- Tracks and submits yearly stats that include, number of families served, list of services referred to, frequency of visits, number of interventions, etc.
- Reviews the completion of records of files, closes files, and provides proof of destruction of files;
- Reviews all minutes from meetings, case reviews, case conferences and service planning meetings and ensures follow up;
- Prepares reports as required;
- Participates in regular supervisory sessions.

### **Decision Making Authority:**

- In collaboration with Kahnawake Community Offender Re-Integration Supervisor, provide input into community family support required for returning offenders;
- Ensures families and offenders comprehension and adherence to supervision orders, any applicable legislation or approved court protocols;



- Determines in conjunction with the Kahnawake Community Offender Re-Integration Supervisor, information requirements, follow-up required, accuracy and completeness of all files.

### **Accountability:**

- Ensures accuracy in all work performed;
- Ensures compliance with applicable legislation and protocols are respected;
- Ensures compliance to institutional policies, procedures, standards, and objectives;
- Ensures timely completion of reports, notes, and projects;
- Ensures proper reporting and follow-up with internal and external entities;
- For directing the daily direction and consultation for cases of assigned families;
- Conducts business with internal and external clientele in a tactful, discreet, and courteous manner;
- To maintain confidentiality; upon investigation and conclusive evidence of a breach of any confidentiality could result in dismissal;
- Ensure adherence to the MCK Manual Personal policy and the Kanienkeha Language initiatives.

### **Education & Experience:**

- Bachelor's Degree in Social Services, plus one (1) year relevant experience;
- OR
- DEC in Social Science, plus three (3) years relevant experience.

### **Knowledge, Skills, Abilities and Other Attributes:**

- Thorough knowledge of the MCK and strategic operational governance objectives;
- Strong French oral and written communication skills;
- Sound interpersonal skills;
- Ability to plan, strategize, problem solve and work both independently and with a team;
- Ability to be a self-starter, confident, and work independently when required;
- Exceptional planning, time management and organizational skills;
- Good judgment and problem-solving skills;
- Open and willing to learn new ways in the Justice field;
- Subject to a background check and must not have a criminal record;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.


**Working Environment:**

- Five-day work week, 37.5 hours per week, office and various locations;
- Ability to exercise flexibility to attend to crisis and emergencies;
- Occasional overtime may be required in emergency situations (evenings and weekends);
- Sensitive interactions with traumatized clientele;
- Exposure to emotionally triggering, personal, and sensitive situations;
- Considerable stress is associated with workload priorities and emergency situations;
- Moderate travel.

**Competencies**

Self-Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Intermediate	Core	Intermediate	Core		

**Commitment Statement**

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting, and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Performance Management Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_