Supervisor – KCYP – 199-26-1 (2 positions)
Kanikonriio Child and Youth Programs, Social Services
Full-Time

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**, November 25, 2026,** for the **Supervisor - KCYP** with **Kanikonriio Child and Youth Programs, Social Services**. 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 My Job Search. **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 **Supervisor** reports to and works under the direction and supervision of the Manager of Kanikonriio (Good Mind) Child & Youth Programs or designate of the Six Nations Social Services Department

The Supervisor of Kanikonriio (Good Mind) Child and Youth Programs (herein referred to as The Programs) is responsible for providing supervision, administrative management, guidance, and leadership of assigned team members. The position provides progressive leadership in all aspects along with supervisory case collaboration with other supports and stakeholders. The position will provide supervisory coverage and manage the staffing of The Programs team to ensure the safety and well-being of children and youth in accordance with Six Nations Social Services, Agency policies and Funding standards and regulations, program mandate, goals and service objectives.

Type	Full Time
Closing Date	November 25, 2026
Hours of Work	35 hours weekly
Wage	$76,000/year

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- University degree in Social Services; or community college diploma in Social Work or related Social Services field with one (1) year of frontline experience working with at risk First Nations Youth.
- Expert knowledge of Six Nations history, Indigenous legislative rights, local community models and holistic and Indigenous models of healing and wellness.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Supervisory experience in a social services field is considered an asset.
- Experience with crisis response is an asset.
- Excellent computer skills demonstrated proficiency in Microsoft Office – MS Word, Excel.
- Must have a valid driver's license, transportation, and carry a minimum of two million dollars liability insurance.
- Practical knowledge of Provincial Acts affecting children, youth and families.
- Ability to pass criminal record and vulnerable sector check.

SUBMISSION PROCEDURE: (Choose <u>one</u> method <u>ONLY</u>):

<u>Method #1: Online</u>

1. Please visit: My Job Search to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
    a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies 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 Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

<u>Method #2: GREAT</u> – Applications must include <u>all</u> 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 qualifies 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:

Supervisor – KCYP – Full Time – 199-26-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION TITLE: **Supervisor**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of Kanikonriio (Good Mind) Child & Youth Programs or designate of the Six Nations Social Services Department

PURPOSE & SCOPE OF THE POSITION:

The Supervisor of Kanikonriio (Good Mind) Child and Youth Programs (herein referred to as The Programs) is responsible for providing supervision, administrative management, guidance, and leadership of assigned team members. The position provides progressive leadership in all aspects along with supervisory case collaboration with other supports and stakeholders. The position will provide supervisory coverage and manage the staffing of The Programs team to ensure the safety and well-being of children and youth in accordance with Six Nations Social Services, Agency policies and Funding standards and regulations, program mandate, goals and service objectives.

KEY DUTIES & RESPONSIBILITIES:

1. **Technical Functions**

- Implementing the developed programming and delivery of on-going holistic programs, cultural workshops, land-based activities, and special events
- Evaluating *The Programs* effectiveness, responsiveness to developing trends, identifying barriers to clients, bridging gaps with referrals to other supports within the community
- Verify reporting and data collection; and perform other related duties as needed within the spectrum of *The Programs* and crisis services to support SNGR children, youth, and families
- Preparation of budgets, work plans, and program plans for *The Programs* to meet the overall service objectives and program goals within the funding guidelines on a timely basis.
- Monitor the catalogued materials acquired for *The Programs*.
- Monitor and ensure the development and maintenance of a public/staff resource library as directly related to *The Programs*.
- Actively project advertising content for *The Programs* yearly schedule for potential enhancement of same, under approval of the Manager/designate.
- Explore, implement and monitor effective processes related to training requirements, program development, utilizing external and internal resources.

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- Verify the timely input and accuracy of data information into the information system. i.e FamCare; Intake forms; Case notes; Self-harm actioning etc.
- Actively engage in the development and suggest delivery method(s) of public promotion strategies to increase the community's awareness of programs and services available (i.e. newsletter, social media strategy for updating the community about events, etc.).
- This position is responsible for: providing program evaluation, quality control, quality assurance, leadership, ensuring consistent delivery of *The Programs,* and the debriefing of staff; having flexibility and responsiveness to external factors and the ability to engage youth, to build resiliency; promoting mental health and well-being; assessing and addressing immediate issues, crisis; and referrals for connection to supporting services.

2. **Administrative Functions**
   - Assist with development of job descriptions along with eligibility requirements for workers.
   - Verify that policies and procedures are known, and followed for intake, assessment, orientation, data collection, and reporting.
   - Identify recruitment needs, provide job title, information and timing for position to be filled.
   - Maintain established interagency protocols in the delivery of community support services to community members.
   - Plan professional development for the team's skills and competencies via formal and informal learning; seek feedback to identify gaps for learning and professional growth.
   - UKG review and approve team timesheets, weekly itineraries, quarterly time summaries, submit accounts payable, travel claims, update budget, report same to Manager/designate.
   - Review and recommend unit expenditures (travel claims, supplies, etc.) within approved budget(s) prepare submission(s) for final approval by Manager/designate.
   - Track expenditures against budgets and advise the Manager/designate with respect to current year deviations from expenditure plan and help to project next fiscal year.
   - Provide timely updates to the Manager/designate for any approved leave applications and verify that responsibilities are transferred to other team member(s).
   - Ensure, by visual verification, that the information system is accurate and continuously updated with respect to resources developed and program data.
   - Maintain and keep current personnel files for *The Programs* teams.
   - Complete individual team member performance appraisal process, which includes conducting annual evaluations with input from Manager/designate.
     Assistance with *The Programs* and Crisis Services
   - Plan and finalize in the development, delivery, organization and evaluation of information sessions, programs, and workshops.

- Lead in the planning, development, expansion and delivery of programming by *The Programs* as required and as approved by the Manager/designate.
- Maintain linkages with health professionals when needed for assessments, care plans, day treatment plans, long term care, etc.
- Ensure that decisions about families, children and youth include their voice, are child centered and informed by data and ongoing learning.
- Enhance unit staff performance with active observation, review and recommend specific training to improve service provision and administrative skills to the Manager/designate.
- Ensure that *The Programs* principles as well as the overall principles of Six Nations Social Services are engaged and followed in work completed.
- Compile, prepare and present concise program reports for Manager/designate review.

3. **Communications Functions**

- Role model the highest standards of service consistent with Six Nations Social Services principles and policy in working with the children and families facing difficulties.
- Coach and provide feedback for team members to encourage positive results; setting measurable objectives helps to ensure accountability for results, via regular check-ins based upon an open-door approach for *The Programs* in their execution of their responsibilities.
- Promote team development to create an effective, cohesive team in every program that works together with a commitment to reach *The Programs* goals.
- Encourage, develop and promote team approaches to resolving issues, conflicts, and problems that may arise in the process of providing support services.
- Support team members by providing prompt and effective coaching to ensure effective service delivery and quality outcomes.
- Actively cover full-time front-line duties when required.
- Assist and encourage team to develop individual work plans; assign *The Programs* responsibilities to team members and ensure alignment of same are consistent within *The Programs* and departmental plans.
- Actively monitor and identify shifts that may be developing in community needs/trends.
- Employ critical thinking, data, and evidence to inform decisions.
- Provide orientation to new team members, informing of the Six Nations Social Services mission statement, values, principles, and the responsibilities of their position.
- Schedule and act as chairperson for regular *The Programs* meetings and schedule any additional team meetings as required.
- Deliver workshops and seminars and attend/participate in community events.
- Ensure interagency protocols are consistent with Six Nations service principles.

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- While maintaining and addressing the chain of command, work respectfully and effectively with unit teams, children, families, and other community members.
- Effectively monitor, interpret and respond to community needs with a trauma informed perspective.
- Effectively network with other agencies to identify complimentary programming needs of the community with input from Manager/designate.
- Works as part of an integrated service supervisors' team in consultation with service directors to plan and problem solve service delivery and staffing issues across service areas.

4. **Other Functions**

- Any duties as assigned by the Manager/designate of Kanikonriio (Good Mind) Child and Youth Programs or designate which may include but is not limited to, participation in the Tragic Events Response Team, and Crisis Services.

WORKING CONDITIONS:

Work involves mental stress; requires interaction with the public; is subject to deadlines, interruptions, unscheduled hours to address immediate client risk; flexibility to work evenings and/or weekends; ability to supervise, take direction, work independently. Constant travel in and outside of the community using own transportation, possibility of air travel to attend joint meetings with the Ministry and other First Nations as determined by the Manager/designate. Working knowledge of the impacts of multi-generational trauma of individuals, family and community.

WORKING RELATIONSHIPS:

Receives direction, guidance and supervision from Manager/designate. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively. Works in a diplomatic, respectful, objective, and cooperative manner, with due regard for administrative authority.

With the Directors, Supervisors and Managers

Provides information and assistance. Works in a cooperative and courteous manner. Works in a diplomatic, respectful, objective and cooperative manner with the appropriate degree of firmness, as required by the situation, and with due regard for confidentiality and process.

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KNOWLEDGE AND SKILLS:

Minimum Requirements:

- University degree in Social Services; or community college diploma in Social Work or related Social Services field with one (1) year of frontline experience working with at risk First Nations Youth.
- Expert knowledge of Six Nations history, Indigenous legislative rights, local community models and holistic and Indigenous models of healing and wellness.
- Supervisory experience in a social services field is considered an asset.
- Experience with crisis response is an asset.
- Excellent computer skills demonstrated proficiency in Microsoft Office – MS Word, Excel.
- Must have a valid driver's license, transportation, and carry a minimum of two million dollars liability insurance.
- Practical knowledge of Provincial Acts affecting children, youth and families.
- Ability to pass criminal record and vulnerable sector check.

Other Related Skills:

- Excellent written and oral communications skills.
- High level organizational skills
- Aptitude for financial planning, budgeting, and reporting is an asset.
- Ability to flex daily work hours as determined by the Manager.
- Ability to work independently, as a strong team leader, with exceptional interpersonal skills.
- Ability to analyze programs, recommend and implement solutions.
- Must be able to maintain confidentiality
- Ability to take direction and to work within the policies, procedures, and guidelines, mission, philosophy, and core values of the Six Nations Social Services.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to jeopardizing program funding, loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy.

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Works within the Six Nations of the Grand River Social Services values, principles, and mission statement, and the policies of the Six Nations of the Grand River Elected Council.

Works within the policies and procedures established through service contracts by Six Nations of the Grand River Elected Council and the funding agency (Ministry of Children and Youth Services and other legislative acts).

In addition to adhering to Six Nations of the Grand River personnel policies, Six Nations of the Grand River Social Services values, principles, and mission statement and Six Nations of the Grand River Child and Family Services policies, also must comply with any legislation, directives, standards, and procedures, issued by the relevant government ministries (reconciliation focus and align with the principles of the Ontario Indigenous Child and Youth Strategy).

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