CHILD AND YOUTH CASE MANAGER – 195-26-5
Child and Youth Health, Wellbeing
Contract (12 months)

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 18, 2026,** for the **Child and Youth Health Case Manager** with **Child and Youth Health, Wellbeing.** 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 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 **Case Manager** reports to and works under the direction and supervision of the Child & Health Program Supervisor.

To manage cases and coordinate services for children with special needs and their families.

Type	Contract (12 months)
Closing Date	November 18, 2026
Hours of Work	35 hours per week
Wage	Minimum $35.73/hr

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

BASIC QUALIFICATIONS:

- A Baccalaureate in Social Work, Education or Health Related Field **OR** A College Diploma or Baccalaureate with 5 years of experience working with children and/or individuals with disabilities.
- Must be a registered member in good standing with their regulatory board if applicable.
- Current First Aid and CPR
- Must have a vehicle and Class G driver's license.
- Good knowledge of Six Nations Community and highly sensitive to Six Nations culture.

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.

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 to Kalvin Egan, HR Business Partner at 519-445-2223 ext. 5721 or via email at HRBP5@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:

Child and Youth Case Manager – Contract (12 months) – 195-26-5
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: **Case Manager**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child & Health Program Supervisor.

PURPOSE & SCOPE OF THE POSITION:

To manage cases and coordinate services for children with special needs and their families.

DUTIES & RESPONSIBILITIES:

1. **Technical Functions:**
   - Conduct initial needs assessments with children and their families in order to identify needs.
   - Coordinate care and link to appropriate community resources or specific health professionals based on the identified needs of the child and their family.
   - Provide advocacy and follow-up with the children and their families to ensure that their needs are met.
   - Document accurately and thoroughly within the established charting requirements and style, all client information pertinent to the safety and wellbeing of all clients.
   - Functions as a resource person for the community, agencies or individuals requiring education or information related to childhood development or child disorders.

2. **Communications Functions:**
   - Works in conjunction with the community service providers and organizations that provide services and supports for children for the purpose of early identification and early intervention.
   - Advocates for Six Nations community needs at every level of inter-agency communication.
   - Provides community education, training and workshops to further the vision and mission of Six Nations Wellbeing.

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- Establishes on-going communication with agencies external to Six Nations for the purpose of awareness and potential service expansion.
- Develops and maintains a collaborative partnership with other community providers through ongoing communication and collaborative working relationships.
- Maintains positive relationships with Six Nations community services and represents the Six Nations Wellbeing Department in a highly professional and positive manner at various meetings, conferences, or educational events as directed by the Wellbeing Team Program Supervisor.

3. **Administrative Functions**:
   - Monitors program operations through an annual evaluation process including established indicators.
   - Prepares program reports for the Program Supervisor and funding agencies as required.
   - Maintains appropriate documentation that meets the standards of their regulatory body and all other legislative standards for health records documentation, including PHIPA (Personal Health Information and Privacy Act).
   - Develops an annual work plan for submission to Six Nations Wellbeing Department.
   - Biannual review of program policies and procedures to ensure that they are culturally appropriate and meet legislative requirements for children's health services.
   - Establishment, evaluation and improvement of protocols with relevant services located both on and off-reserve in collaboration with Health Services Team Program Supervisor.

4. **Other Functions**:
   - Any other related duties as may reasonably be required by the Director of Wellbeing.
   - Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.

WORKING CONDITIONS:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work requires the ability to prioritize tasks, work independently with minimal supervision and cope with many demands and time constraints.

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WORKING RELATIONSHIPS:

With Child & Youth Health Program Supervisor

Receives direction and guidance and discusses plans, prioritizes to ensure tasks are done efficiently and effectively, receives instructions and supervision.

With Other Staff

Maintains courtesy, cooperation, respect and teamwork with all staff.

With the Community

Represents and promotes Six Nations Wellbeing interests; works in a courteous, respectful, cooperative, positive and proactive manner.

With External Agencies

Represents and promotes Six Nations' interests relative to Six Nations Wellbeing; seeks to develop close working relationships with all agencies pertinent to the health and wellbeing of all clients.

KNOWLEDGE SKILLS:

Minimum Requirements:

- A Baccalaureate in Social Work, Education or Health Related Field **OR** A College Diploma or Baccalaureate with 5 years of experience working with children and/or individuals with disabilities.
- Must be a registered member in good standing with their regulatory board if applicable.
- Current First Aid and CPR
- Must have a vehicle and Class G driver's license.
- Good knowledge of Six Nations Community and highly sensitive to Six Nations culture.

Other Related Skills:

- Exhibits high degree of initiative and self-direction; good analytical, organizational, verbal and written communication skills.
- Working knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels relative to the delivery of Children's Health Services.
- Understands the organizational structure of the Six Nations Wellbeing, Six Nations Elected Council and the lines of authority that exists within this structure.

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- Ability to work with tact and discretion; high-level public relations skills and good project management skills.
- Must successfully pass a police record check.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Wellbeing, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by the Wellbeing Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Wellbeing Department and other legislation provided by the respective governments.

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