



Kahnawake Shakotii'a'takehnhas Community Services

## EMPLOYMENT OPPORTUNITY

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### Prevention Worker - Prevention

KSCS is seeking one (1) individual with strong interpersonal skills to facilitate the service delivery and programming in Primary Prevention. The Prevention Workers are part of a team that will plan, coordinate, promote, and carry out prevention initiatives, as well as act as a spokesperson regarding KSCS programs, services, and resources.

Under the Supervision of the Team Leader of Primary Prevention, the Prevention Worker - Prevention is responsible to facilitate, plan and prepare prevention programming, coordinating of training and prevention services within the KSCS Continuum of Care while meeting the needs based on the Community Health Plan and the KSCS Strategic Plan.

### Required Education & Experience:

- Bachelor's Degree in Applied Human Sciences with one (1) year of experience.
- D.E.C./Certificate in related field with three (3) years of experience.
- Minimum High School with five (5) years related work experience and/or training may be considered.
- Knowledge of culture, traditions, and social issues of Kahnawake Community.
- A valid drivers' license and access to a vehicle is a requirement.

**Status:** Indefinite full-time position, with a six (6)-month probationary period.

**Salary:** Starting at \$29.74/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

**KSCS Human Resources.** You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at KSCS main reception or at [www.kscs.ca](http://www.kscs.ca). Please call 450-632-6880 for more information and submit completed applications, online, to: [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca).

**Deadline to apply is:** Monday, July 22nd, 2024, at 4:00 pm.

<b>GENERAL INFORMATION</b>	
<b>Code:</b>	<b>FLS6</b>
<b>Job Title:</b>	<b>Prevention Worker- Prevention</b>
<b>Department:</b>	Prevention Services
<b>Date of Job Revision:</b>	February 8, 2023
<b>Job reports to:</b>	Team Leader of Primary Prevention

<b>JOB DESCRIPTION SUMMARY</b>
<p>Under the Supervision of the Team Leader of Primary Prevention, the Prevention Worker- Prevention is responsible to facilitate, plan and prepare prevention programming, coordinating of training and prevention services within the KSCS Continuum of Care while meeting the needs based on the Community Health Plan and the KSCS Strategic Plan.</p> <p>The incumbent is responsible to independently apply learned skills, knowledge and practical experience to semi-routine tasks associated with the job family using established practices and standard procedures to complete assignments.</p> <p>Facilitates the service delivery of prevention programs. The Prevention worker is part of a team that provides life skills information and referral support to individual clients or groups as awareness, promotion and educational activities in areas such as Fetal Alcohol Spectrum Disorder, Sex and Sexuality, Suicide Prevention, Parenting, Addictions, Abuse, Violence, and Life skills development. Facilitates access to community and professional resources. Plans, researches, coordinates and facilitates workshops and activities geared at various target groups. May be required to develop and submit funding proposals.</p> <p>Decisions based on independent judgment, requiring further investigation &amp; evaluation; within generally defined parameters. Alters approach or recommends procedural changes. Decisions generally accepted as accurate &amp; sound. Seeks consultation/guidance as needed.</p>

<b>CORE RESPONSIBILITIES &amp; DUTIES</b>	
<b>Core Responsibilities</b>	<b>Duties</b>
<p><b>Assists in the development, planning and implementation of Prevention programming.</b></p>	<ul style="list-style-type: none"> <li>➤ Identifies, researches, plans, and develops program plans for implementation of Prevention services and initiatives, including identified special projects.</li> <li>➤ Develops funding proposals and projects that will enhance service delivery within the KSCS continuum of care and in alignment with the Community Health Plan and the KSCS Strategic Framework.</li> <li>➤ Develops an annual work plan in conjunction with the team and in alignment with a multi-disciplinary approach.</li> <li>➤ Participates in Organizational meetings as required.</li> <li>➤ Provides coverage to other prevention programs to ensure uninterrupted service delivery.</li> </ul>
<p><b>Facilitates the service delivery in alignment with the Prevention framework.</b></p>	<ul style="list-style-type: none"> <li>➤ Reviews, researches and establishes prevention projects/programming as it applies to current trends in the community.</li> <li>➤ Identifies, develops, and communicates programs to address the needs of the community.</li> <li>➤ Establishes budgetary needs in relation to projects/programs.</li> <li>➤ Plans, coordinates and facilitates workshops, trainings, activities.</li> <li>➤ Assist in the facilitation of groups with a multi-disciplinary focus.</li> <li>➤ Ensures collaboration using a multi-disciplinary approach with other related services and workers.</li> <li>➤ Provides clients &amp; staff with information/support related to applicable topics.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Coordinates prevention information and education sessions in collaboration with external partners.</li> </ul>
<b>Promote prevention programming and initiatives.</b>	<ul style="list-style-type: none"> <li>➤ Ensures appropriate resource allocation and collaboration with internal/external partners.</li> <li>➤ Develops and maintains a resource network.</li> <li>➤ Promotes programming and activities with the community using all the media available in Kahnawà:ke.</li> <li>➤ Assists in the development of various public relations materials and participates in public relations activities.</li> <li>➤ Acts as KSCS representative regarding programs.</li> <li>➤ Develops and expands services that are relative and responsive to community needs.</li> <li>➤ Promotes and encourages a sense of community responsibility through participation in community activities and events.</li> <li>➤ Visits various community locations and creates sessions to provide prevention information.</li> </ul>
<b>Meets reporting requirements of prevention programming</b>	<ul style="list-style-type: none"> <li>➤ Assists with the evaluation of each prevention activity as part of the overall reporting process.</li> <li>➤ Develops tools that will help to evaluate service delivery and maintains a database on projects and activities.</li> <li>➤ Assists with identifying recommendations to enhance program delivery.</li> <li>➤ Prepares, writes and submits evaluations and reports on all projects/activities as required.</li> <li>➤ Identifies special projects, people that would enhance existing services or promote projects or the program. This includes: community, regional, and national levels.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate supervisor</b>	

<b>COMMUNICATIONS</b>	
<b>Team Work:</b>	<ul style="list-style-type: none"> <li>➤ Frequently requires a level of collaboration and cooperation to get work or projects complete.</li> </ul>
<b>Advising:</b>	<ul style="list-style-type: none"> <li>➤ Frequently provides information that must be understood and explained.</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>➤ Commonly requires the task of training or giving information to stakeholders and clients</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Type of Schedule:</b>	<ul style="list-style-type: none"> <li>➤ Regular work week, moderate flex required.</li> </ul>
<b>Stress Factor:</b>	<ul style="list-style-type: none"> <li>➤ Moderate stress (some periods of high stress).</li> </ul>
<b>Deadlines:</b>	<ul style="list-style-type: none"> <li>➤ Some tight deadlines (unplanned).</li> </ul>

<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.</li> <li>➤ To provide trusting, professional and effective organisation and facilitation of prevention services.</li> <li>➤ To engage with referring parties in a professional and collaborative manner.</li> <li>➤ To approach all Kahnawake Community members and others in a respectful way.</li> <li>➤ To maintain positive working relationships with target groups.</li> <li>➤ To ensure successful promotion of prevention initiatives.</li> <li>➤ To produce well researched and documented and articulate documents.</li> <li>➤ To maintain confidentiality practices.</li> <li>➤ To maintain updated information related to Prevention services.</li> <li>➤ To provide for the successful service delivery of the Prevention Services.</li> </ul>	

<b>QUALIFICATIONS</b>
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<p><b>Education and Experience required</b></p>	<ul style="list-style-type: none"> <li>➤ Bachelor’s Degree in a human services field with one (1) to three (3) years of previous work experience in a social service environment or in a support capacity.</li> <li>Or</li> <li>DEC/ Certificate in related field with three (3) to (5) years of experience in a social service environment or in a support capacity.</li> <li>Or</li> <li>➤ Minimum High School with five (5) to ten (10) years or more related work experience and/or training may be considered.</li> </ul>
<p><b>Skills &amp; Requirements</b></p>	<ul style="list-style-type: none"> <li>➤ Knowledge of culture, traditions, and social issues of Kahnawake Community.</li> <li>➤ Knowledge of a trauma informed approach.</li> <li>➤ Strong skills in program planning, implementation, presentation, evaluation/report writing.</li> <li>➤ Strong time management skills with ability to meet deadlines.</li> <li>➤ Strong interpersonal skills.</li> <li>➤ Strong conflict resolution skills.</li> <li>➤ Strong communication skills (listening, writing, speaking, presenting).</li> <li>➤ Ability to work under pressure and be flexible to team needs.</li> <li>➤ Ability to work in a team setting and/or independently.</li> <li>➤ Ability to organize projects and collaborate with co-workers.</li> <li>➤ Ability to take initiative and follow up on tasks.</li> <li>➤ Ability to facilitate small groups.</li> <li>➤ Experience in delivering workshops.</li> <li>➤ Ability to maintain positive relationships with all partners.</li> <li>➤ Ability to work with varied populations (children to adult).</li> <li>➤ Experience in networking with other organizations and individuals.</li> <li>➤ Knowledge of computer programs (Word, Excel, Outlook, etc.).</li> <li>➤ A valid Quebec driver’s license and access to a vehicle.</li> <li>➤ Ability to work some overtime, flexible hours, including evenings, overnights and weekends as needed.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>
<p><b>Assets</b></p>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien’keha language.</li> </ul>

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**Immediate Supervisor**

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**Incumbent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**