

Job Description

POSITION:	Kinship Connection Worker
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	December 13, 2023

JOB PURPOSE

The Kinship Connection Worker will be responsible for bridging children, youth, and young adults in out of home placements with members of their natural families, community members or other supportive adults who may be open to a kinship service arrangement. The Kinship Connection Worker will also make connections for youth and young adults in voluntary agreements. The Kinship Connection Worker may use a variety of search methods including consulting with First Nations, exploring public records, ancestry.ca, social media, as well as engaging with family connections, genealogy, and Indigenous Heritage. The overarching goal of the Kinship Connection Worker is to increase the number of kinship service arrangements for children and youth. The Kinship Connection Worker functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Inquiring and Making Connections

Conduct family finding inquiries to identify extended family members, significant family friends or positive community members who may be willing to provide kinship care for children and youth in out of home placements with the Agency.

- Possess a knowledge of local (community specific) kinship systems and lineage;
- Understand the benefits of kinship caregiving and maintaining / rebuilding family connection for children in out of home placements;
- Have existing relationships with community including Band Representatives, Knowledge Keepers, Elders, and other trusted community members and/or the ability to establish trusting relationships;
- Maintain regular contact with known familial connections to ensure the process of family finding is continuous;
- Possess strong interviewing skills which can be applied to a variety of groups with varying levels of comprehension including children, youth, young adults, natural caregivers in all stages of life (e.g., in active addiction or confined to a detention center), extended family members, Band Representatives and Elders;
- Arrange case conferences or circle and ensure barriers to participating are removed for extended family members;
- Provide expertise/consultation, education and training about Kinship Connection services;
- Utilize multiple sources for locating individuals including conversation and interviewing, internal documentation review, and external documentation review;
- Travel to meetings and community events;
- Knowledge of Indigenous methods of information sharing (like family talking circles) that encourage dialogue, respect, and reduce or remove barriers between participants;
- Advocate for children and youth;
- Collaborate with internal departments and external parties;
- Educate potential kinship caregivers about expectations, outcomes, the extent of Agency involvement with kinship service resources;
- Research and maintain community resources, service providers, groups, and programs;
- Understand and practice informed consent with the understanding that consent may be obtained through different pathways in different communities;
- Provide coverage and support to other positions within the department as assigned.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Preferred university degree in Human Services;
- Required College Diploma in Human Services.

Minimum Experience

- Two (2) years' direct experience in a social services agency;
- Equivalent combination of education and experience may be considered.

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services;

- Solid knowledge of the Child, Youth and Family Services Act, Eligibility Spectrum, Ontario Safety Assessment, Family Risk Assessment and Strengths and Needs Assessment;
- Knowledge of First Nation service delivery, customs and traditions in relation to child welfare;
- Knowledge of local customs (e.g., giving tobacco).
- Knowledge of external services and service agencies;
- Thorough knowledge of the stages, process and milestones of normal development of children from birth to adolescence;
- Knowledge in all Ministry and legislative standards related to kinship services;
- Required skills and experience in assessments related to kinship services/family assessment, orientation, training, and counselling;
- Knowledge of North Shore First Nations.

Special Skills

- Excellent interpersonal skills;
- Required excellent computer skills including Microsoft Outlook, Word and Excel;
- Demonstrated capability in crisis intervention, conflict resolution, mediation and problem solving;
- Required conflict resolution and mediation skills;
- Excellent written and oral communication skills;
- Strong organizational and administrative skills;
- Proven ability to work with First Nation communities and people;
- Ability to consistently display a positive/helpful attitude;
- Ability to work with and meet tight timelines;
- Ability to take initiative and work independently;
- Ability to work within a team environment;
- Ability to meet deadlines and work flexible hours;
- Ability to work with confidential and sensitive information;

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

The location of this position is to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Kinship Connection Worker will typically be in a home or office setting with regular meetings with children, families and other professionals. The Kinship Connection Worker is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations.

The physical demands and range of motion include, but are not limited to, standing, sitting, walking, climbing stairs, lifting up to 40 lbs., carrying, reaching, handling, kneeling, crouching and bending. The Kinship Connection Worker will be required to travel to meetings and home visits within the district.

The Kinship Connection Worker must be able to multi-task within a fast-paced, high-volume and demanding environment. The Kinship Connection Worker absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view, which can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Kinship Connection Worker to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

The Kinship Connection Worker may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phone

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Team Supervisors, Protection and Resource Managers, Manager of Legal Services, Kinship Services Workers, Alternative Care Workers, Child Welfare Workers, Children Support Workers, Client Records Clerks, Cultural Services Department, Administrative Assistants and other staff.

External

The position requires interaction with the Ministry of Children, Community and Social Services, Children's Aid Societies, other First Nation communities, and all service related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date