

## **Job Description**

POSITION:	Family Treatment Coordinator
ACCOUNTABILITY:	Project Manager
CLASSIFICATION:	Full-Time Contract
DATE APPROVED:	May 31, 2019

### **JOB PURPOSE**

The Family Treatment Coordinator is responsible to conduct an analysis and feasibility study to determine the need for Roundhouses, Family Treatment Models and a Service Integration Model for individual North Shore First Nation communities. The Project Coordinator will prepare a final report based on the analysis. The Family Treatment Coordinator will consult with the North Shore Tribal Council Communities and work with members of the Agency Senior Management Team.

### **KEY JOB FUNCTIONS**

#### **Program Management**

Responsible for conducting an analysis and feasibility study to determine the requirement and implementation of Roundhouses, Family Treatment Models and a Service Integration Model for the North Shore First Nations and North Shore Tribal Council Agencies.

- Liaise, consult and work effectively with North Shore First Nation communities, Nogdawindamin Family and Community Services, and affiliates;
- Consult regularly with First Nations and North Shore Tribal Council Agencies to define and plan community engagement sessions;
- Investigate and research existing Indigenous Family Treatment and Service Integration Models;
- Develop a Service Integration Model that reflects local Anishinabek culture, ethics and traditions and programs and services along the North Shore;
- Investigate design and requirements for Anishinabek Roundhouses and Service Integration Models;
- Develop detailed project work plans;
- Define data elements as required and develop data collection tools;
- Identify existing data sources and collection methods;
- Gather, compile and maintain data through consultations with North Shore Tribal Council Communities, Nogdawindamin Family and Community Services, and affiliates;
- Develop reports, discussion and high level briefings as required;
- Ensuring detailed records and statistics of all meetings related to the project are maintained;
- Meet reporting requirements of funding agency;
- Ensuring on-going day to day evaluation of project activities is consistent and appropriately achieved;
- Promote, support and maintain effective working relationships;
- Ensure the development and implementation of appropriate protocols, policies, and procedures with the North Shore First Nations;
- Facilitate meetings for planning as required;
- Develop a final report in respect to a regional model versus community-based model including need assessment, requirements, feasibility, design, and implementation requirements.

#### **Administration**

To complete administrative functions as required.

- Assist in the preparation and monitoring of project budget and make recommendations;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Ensure detailed records and statistics of all meetings related to the project are maintained;

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- Prepare and submit monthly reports, attendance records and travel expense claims;
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

### **Other Duties**

- Other duties as required and assigned

## **QUALIFICATIONS**

### **Minimum Education**

- Required undergraduate degree in Human Services, graduate degree an asset;

### **Minimum Experience**

- Required two (2) years' experience at a senior level position within the child welfare system with working knowledge of the CYFSA, child welfare data elements, funding framework, and organizational service systems;

### **Knowledge Requirements**

- Knowledge of First Nation communities and structures
- Knowledge of local services available to children and families
- Knowledge and understanding of the Child Youth and Family Services Act
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings

### **Special Skills**

- Excellent interpersonal skills
- Excellent case management and coordination skills
- Excellent mediation skills
- Excellent conflict resolution skills
- Excellent problem solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Excellent facilitation, coordination, assessment and planning skills
- Ability to work independently and within a team environment
- Ability to deal with difficult and conflicting situations
- Ability to use good judgment and consistently display a positive and helpful attitude
- Ability to take initiative and meet deadlines
- Ability to work flexible hours including unplanned overtime
- Ability to adapt to and manage change
- Ability to work with confidential and highly sensitive and personal information
- Proven ability to work with First Nation communities and people
- Ability to understand and speak Anishnaabemowin is a definite asset

### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and be able to travel
- Must have \$1M automobile insurance

## **WORK SITE LOCATION**

Location to be determined.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Family Treatment Coordinator will typically be in an office and community setting. The Family Treatment Coordinator is frequently required to operate a computer, file and retrieve written documents and work over time when required or during emergency situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Project Coordinator will be required to travel to meetings in the province of Ontario.

Administrative positions can be mentally challenging. The administration of social work programs can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Family Treatment Coordinator to high levels of tension when dealing with issues. The level of tension is usually moderate with high levels of tension occurring on occasions.

Given the traditional practices of Aboriginal 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, Cell Phone, Fax Machine.

## **KEY RELATIONSHIPS**

### **Internal**

The position requires interaction with the Executive Director, Director of Services, Protection and Resource Managers, Supervisors, co-workers and other staff.

### **External**

The Family Treatment Coordinator will interact with First Nation staff, community members and other agencies.

### **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.

## **SIGNATURE**

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date