

Job Description

POSITION:	Kinship Services Worker
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	July 20, 2021

JOB PURPOSE

The Kinship Services Worker is responsible for providing support to Kinship Services Providers and retention of Anishnawbek kinship care homes. The Kinship Services Worker will conduct Kinship assessments in accordance to agency and ministry guidelines. Also, the Kinship Services Worker is responsible to ensure that kinship children out of care receive optimum care that meets the Cultural needs, Community, Agency best practises and Ministry Standards. The Kinship Services 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.

The Kinship Services program is in response to the Truth and Reconciliation Commission's first recommendation calls for child welfare to reduce the number of Indigenous children in care, to keep families together where it is safe to do so, and to keep children in culturally appropriate environments. The goal of kinship aligns with this Call to Action and also with traditional Indigenous child rearing practices, which highly values extended families and community, the shared collective responsibility for children, and shared parenting.

KEY JOB FUNCTIONS

Supporting Children:

Provide day-to-day case management services for children placed out of care with family and community placements.

- Conduct assessments of physical, mental, emotional and social needs of children in Kinship Services settings
- Develop a thorough knowledge of the stages, process and milestones of normal development of children from birth to adolescence;
- Demonstrate effective, age-appropriate interviewing skills for children who range from school-aged to adolescence;
- Coordinate services and supports to meet the child's physical, social, emotional, cultural, spiritual and recreational needs;
- Identify a strength-based approach to preparing a child and the child's immediate family for the child's placement in a Kinship Services setting either short-term or permanently;
- Identify and assess the effects of separation on children and their parents or caregivers and strategize effective responses;
- Identify and differentiate healthy attachment and behavior-related problems and outline appropriate services to address the specified needs;
- Identify and strengthen connections between a child and those who are identified as meaningful and beneficial caregivers while the child is in a Kinship Services setting;
- Train caregivers on how to establish realistic expectations of children and how to adjust their parenting skills accordingly that embraces the community traditional approaches to parenting;
- Coordinate and provide assistance to the children in out of care kinship placements for example, for travel or transportation of a child for medical treatment;
- Support Kinship Service Providers to work with biological families in support of community traditional approaches to reunification;
- Assess the child's readiness and preparedness for reunification;
- Utilize visitation and access visits for reassurance, ongoing assessment, planning and modeling of interventions;

- Identify and ensure timely, concurrent and permanent placement options are available for children in out of care placements;
- Complete all pertinent data for case records and reports, including case management notes, plans of service, case assessments and reviews, case histories, legal reports, and correspondence;
- Ensure Agency compliance with Ministry of Child and Youth Services Serious Occurrence directive and reporting requirements;
- Be aware of the duties and services of the Office of the Provincial Advocate for Children and Youth.

Supporting Kinship Care Homes:

To recruit, assess and support the ongoing efforts of Kinship Service homes.

- Ensure children have a positive cultural identify and sense belonging to community and family;
- Identify policies and procedures for recruitment, assessment, training, approval, and ongoing support to kinship caregivers;
- Identify a plan and complete recruitment opportunities for kinship caregivers, utilizing current caregivers as role models and educators;
- Utilize community awareness, social networking, other services and programming within the community to support family and community-based placements for children;
- Ensure Kinship Services Providers are active participants of the team servicing the needs of children in kinship care;
- Ensure compliance with Agency policies and procedures that are compatible with legal requirements, best practice standards and ongoing requirements in working with children in Kinship Services placements;
- Prepare kinship caregivers to develop supportive relationships with Natural Caregiver families to facilitate communication, enhance visitation and sustain children's attachments;
- Support and train Kinship Service providers in problem solving and crisis intervention strategies;
- Identify and support Kinship Service providers in responding to the issues and challenges associated with caring for children with physical or developmental disabilities, mental illness, emotional disturbance, behavior problems, chronic health issues or who have experienced trauma;
- Provide culturally based opportunities to Kinship Services providers to ensure the best interest of the children;
- Develop, coordinate, and conduct orientation and training for Kinship Service Provider families;
- Implement and monitor training strategies to prevent burnout, maintain positive morale and increase retention of skilled Kinship Service Providers;
- Identify and encourage members of a child's extended family, community and social network to consider becoming a placement resource for the child;
- Decrease the anxieties and emotional conflicts of Kinship Service provider families in order to maintain stable placements for children;
- Develop wholistic cultural case plans and provide supportive services that can strengthen and stabilize kinship placements;
- Identify linkages to appropriate community services and providers to address the needs of children placed with Kinship Caregivers;
- Intervene at the first indicators of placement stress to help stabilize Kinship Service provider families and prevent placement disruption;
- Complete all pertinent data for case records and reports, including case management notes, case assessments and reviews, case histories, legal reports, and correspondence;
- Educate Kinship Service provider families about Agency policies and procedures, and expectations to avoid unwarranted Serious Occurrences;
- Responsible for kinship applicants.

Support Functions:

Assess, monitor and support kinship services to ensure that children placed within kinship services of the Agency receive optimum care, and that the services meet Agency and Ministry standards.

- Provide support to the family and children that is based on the cultural values of the community;

- Complete the requirements for the 7-day visit and minimally 30 day visit thereafter;
- Complete the 30 day and 90-day kinship cultural service plan and every 6 months thereafter;
- Complete intervention plans when a concern or allegation has been identified with a kinship services home;
- Maintain working files that are accurate, concise, legible and up to date according to the agency's policies and procedures;
- Ensure kinship parents complete an Exit Interview for placement over 60 days;
- Organize and coordinate recognition and/or appreciation kinship events;
- Complete termination/transfer summaries when a kinship care home closes or transfers to another Kinship Services Worker.

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 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.

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 position(s) will be based out of the satellite offices in the individual First Nation communities of Batchewana, Garden River, Atikameksheng, Sagamok, Serpent River First Nations and positions based in the urban area of Algoma and Sudbury.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Kinship Services Worker will typically be in a home or office setting with regular meetings with children, families and other professionals. The Kinship Services 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 Services Worker will be required to travel to meetings and home visits within the district.

The Kinship Services Worker must be able to multi-task within a fast-paced, high-volume and demanding environment. The Kinship Services 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 Services 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 Services 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 Supervisor, Protection and Resource Managers, Manager of Legal Services, other Kinship Services Workers, Alternative Care Workers, Children Support Workers, Client Records Clerks, Cultural Services Department, Administrative Assistant and other staff.

External

The position requires interaction with the Ministry of Child and Youth 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