

Job Description

POSITION:	Alternative Care Recruiter
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	May 27, 2014

JOB PURPOSE

Reporting to the Team Supervisor – Alternative Care, the Alternative Care Recruiter is responsible for actively recruiting Anishnawbek alternative care families by developing and implementing a structured and defined recruitment and retention plan that is culturally appropriate and meets Ministry Regulations for children who are in need of a safe and secure home environment. The Alternative Care Recruiter will be responsible to complete home assessment studies for potential Alternative Care Providers and provide training to the approved Alternative Care Providers. The position will be required to provide case coverage within the Team when required and monitor and support alternative care families. The Alternative Care Recruiter is required to provide coverage after hours and participate on a rotating on-call schedule. The Alternative Care Recruiter 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

Support Functions:

Responsible for the recruitment of Anishnawbek alternative care families through the implementation of culturally appropriate recruitment strategies and responsible for completing the assessment process in order to complete home studies for potential Alternative Care Providers.

Alternative Care Home Recruitment and Retention

- Research and implement alternative care parent retention programs;
- Work with agencies and communities to assist to recruit, train, assess and support an increase of Anishnawbek Alternative Care Homes;
- Maintain professional liaisons with First Nations and external agencies and work with them cooperatively to provide high quality recruitment and retention strategies for Anishnawbek alternative care homes;
- Participate in community committees and programs related to children’s issues for the purpose of recruitment and retention of alternative care parents;
- Encourage and assist community staff and members to organize and coordinate events that will prompt community mobilization to address communities’ alternative care needs;
- Evaluate alternative care recruitment activities.

Alternative Care Home Assessments:

- Provide assistance and support for applicants in the completion of detailed alternative care home assessments;
- Provide information and participate in the assessment process for the approval of Alternative Care Homes;
- Assume case manager responsibilities for each new alternative care application until completion of the home assessment.

Alternative Care Case Management:

- Provide case management within the Alternative Care Team when required;
- Provide support and assistance to Alternative Care families;
- Participate in after hours and on-call schedules;
- Provide training to alternative care parents.

Documentation

- Maintain detailed records and statistics of all alternative care inquiries;
- Maintain working files that are accurate, concise, and up-to-date as per licensing during the home assessment process.

Administration

- Develop and implement a structured work plan for recruitment and retention of alternative care homes;
- Seek and provide costs for promotional activities and supplies for recruitment activities for approval;
- Participate in regular review and revision of policies, procedures and manuals related to the alternative care program.

Agency

- Participate in Nogdawindamin team meetings;
- Participate willingly and constructively in the supervision and evaluation process with the Alternative Care Supervisor;
- Work as a team member by presenting information and recommendations in an objective and articulate manner during meetings and when working with staff;
- Ensure confidentiality and safekeeping of all Board, Agency and First Nation documents and records;
- Submit regular monthly travel and time sheets to Alternative Care Supervisor;
- Complete all data entry as required within the agency's current data base;
- Participate in training seminars, workshops and conferences;
- Providing written summary reports on material learned at seminars, workshops and conferences to the Alternative Care Supervisor and/or Services Team as required;
- Participate in the orientation process;
- Perform other duties as requested and required.

QUALIFICATIONS

Minimum Education

- Preferred university degree in Human or Social Services;
- A college diploma in the Human Services field is required;

Minimum Experience

- Two years' experience providing direct service to children and families is required;
- Experience conducting assessments and providing orientation and training to families;
- Experience in marketing and public relations would be assets;
- Equivalent combination of skills and experience working in the social service field may be considered;

Knowledge Requirements

- Knowledge of Ministry standards related to alternative care;
- Knowledge of Nogdawindamin Family and Community Services;

Special Skills

- Excellent organizational and time management skills;
- Excellent interpersonal and communications skills;
- Excellent computer skills with Microsoft Office software;
- Excellent facilitation and presentation skills;
- Excellent conflict resolution skills;
- Excellent customer service skills;
- Ability to work effectively with limited supervision and under stress of deadlines;
- Ability to be accountable;
- Ability to work independently, and/or lead a team and work collaboratively as a member of a team;
- Ability to work flexible hours, be on-call and work unplanned overtime;
- Ability to travel as required;
- Ability to consistently display a positive and helpful attitude;

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- Ability to accept changes in work practices and technology;
- Required, of critical importance, is a sensitivity, respect and knowledge of the Anishnawbek culture, in keeping with the Anishnawbek values, present and display a conduct that represents the teaching of the seven Grandfathers;
- Ability to understand and speak Anishnaabemowin is an asset;

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Required valid Ontario driver's license (Class "G") and have access to an automobile for the performance of his/her duties, and carry a minimum of \$1 million in liability insurance.

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 with one (1) position based in the urban area of Algoma.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Alternative Care Recruiter will typically be in a home or office setting with regular meetings with children, families and other professionals. The Alternative Care Recruiter 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, and climbing stairs, lifting up to 40 lbs., carrying, reaching, handling, kneeling, crouching and bending. The Alternative Care Recruiter will be required to travel to meetings and home visits within the district.

The Alternative Care Recruiter must be able to multi-task within a fast-paced, high-volume and demanding environment. The Alternative Care Recruiter 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 Alternative Care Recruiter to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

The Alternative Care Recruiter may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

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, Manager of Legal Services, other Alternative Care Recruiters, Support Workers, Cultural Coordinator, Administrative Assistant, Daapnaa Worker 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