

## **Job Description**

POSITION:	In Home Child and Youth Worker
ACCOUNTABILITY:	In Home Child and Youth Manager
CLASSIFICATION:	Full time and Casual – 12 hour shifts
DATE APPROVED:	September 2, 2020
DATE REVISED:	April 13, 2021

### **JOB PURPOSE**

The In Home Child and Youth Worker is responsible for sharing the duties of a caregiver for children and youth within a culturally respectful home. The In Home Child and Youth Worker will implement behavioural programming, provide support services, life skills coaching while creating a safe environment. The In Home Child and Youth Worker will provide opportunities for secure attachment, develop the children and youth's capacity to regulate their own emotions, and foster youth to become resilient, healthy individuals while working in accordance with the Child Youth and Family Services Act, Ministry Standards, Agency Policies and Procedures and First Nation community codes of conduct.

### **KEY JOB FUNCTIONS**

#### **Provide Ongoing Support to Children and Youth**

Support children and youth with behavioral and emotional challenges through day-to-day case management services.

- Provide in home support that will include weekends, overnights and possible live-in shifts.
- Implement behaviour plans
- Empower children and youth to set goals to make positive change
- Participate in joint case assessment, planning, and service provision
- Continually assess the strengths and needs of children and youth, while supporting the AC caregiver
- Participate in Family circles, Family Conferencing, and Alternative Dispute Resolution processes
- Support the AC caregiver to create an ongoing safe and nurturing environment
- Identify and work with children and youth displaying high risk behaviours
- Support children with cognitive, intellectual, and behavioral delays
- Coordinate services to meet the child/youth's physical, social, emotional, cultural, spiritual, and recreational needs
- Role model behavior that will support positive change for youth with behavioral and emotional challenges
- Support treatment planning through identification and development of treatment opportunities for Cognitive Behavioral, Exposure, Land Base and Mindfulness therapeutic strategies and ensuring they are grounded in culture
- Coordinate the management of predetermined rewards, privileges and consequences of a structured behavioral management plan
- Use strength based, creative and highly engaging activities grounded in culture to improve behavioral management skills, communication skills, critical thinking, coping skills, problem solving and study skills
- Ensure Agency compliance with Ministry of Child and Youth Services Serious Occurrence directive and reporting requirements
- Support Alternative Caregivers in problem solving and crisis intervention strategies
- Intervene at the first indicators of placement stress to help stabilize Alternative caregivers and prevent placement disruption
- Report emergencies such as runaways, accidents or medical problems
- Building healthy relationships with the children and youth by building and maintaining healthy relationships
- Dispense and logging of youth prescribed medication

**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**

- Social Services Diploma or other related diploma in Human Services

**Minimum Experience**

- One (1) year experience in a Social Services Agency or residential setting working directly with children and youth
- Equivalent combination of education and experience may be considered

### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of the Child Youth and Family Services Act
- 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
- Strong knowledge and awareness of Indigenous Culture with an emphasis on the knowledge of the impacts of historical trauma on childhood development
- Knowledge of best practices in Parenting Techniques and behavior management

### **Special Skills**

- Excellent interpersonal skills
- Sound computer skills
- Demonstrated capability in crisis intervention, conflict resolution, mediation, and problem solving
- Excellent written and oral communication skills
- Strong organizational and administrative skills
- Proven ability to work with First Nation communities and people
- Possess a thorough knowledge of the stages, process of adolescence
- Ability to work with and meet tight timelines
- Ability to adapt and work through a rapidly changing environment
- Ability to take initiative and work independently
- Ability to multitask effectively
- Ability to effectively engage children and youth
- 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**

To be determined.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the In Home Child and Youth Worker will typically be in a home or office setting with children, and other professionals. The In Home Child and Youth Worker is frequently required to operate a computer, file and retrieve written documents. The In Home Child and Youth Worker will work 12 hour shifts, which can include evenings, weekends, overnights, Holiday and consecutive days 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 In Home Child and Youth Worker will be required to travel to meetings within the district.

The In Home Child and Youth Worker must be able to multi-task within a fast-paced, high-volume and demanding environment. The In Home Child and Youth 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 In Home Child and Youth 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 In Home Child and Youth Worker may be exposed to potentially hazardous environments including driving conditions and volatile situations while on the job.

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, 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 In Home Child and Youth Manager, Team Supervisors, Alternative Care Workers, Child and Youth Counselors, Children Support Workers, Client Records Clerks, Cultural Services Department, Administrative and other staff.

#### **External**

The position requires interaction with the Ministry of Child and Youth Services, Children's Aid Societies, other First Nation communities, Psychiatrists/Psychologists and all service related agencies and professionals 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 reserves 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