

Job Description

POSITION:	Alternative Care Worker
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	May 27, 2014; Revised August 22, 2017

JOB PURPOSE

Reporting to the Team Supervisor – Alternative Care, the Alternative Care Worker is responsible for providing support to Alternative Care Providers, recruitment and retention of Anishnawbek alternative care homes. The Alternative Care Worker will conduct Home Assessments in accordance to agency and ministry guidelines. Also, the alternative care worker is responsible for alternative care services to ensure that children in the care of the Children's Aid Society receive optimum care, and that the services meet Society and Ministry standards. The Alternative Care 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

Supporting Children:

Provide day-to-day case management services for children placed in the care and custody of the Agency and in Alternative Care settings.

- Conduct assessments of physical, mental, emotional and social needs of children in Alternative Care 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 an Alternative Care 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 an Alternative Care setting
- Train caregivers how to establish realistic expectations of children and how to adjust their parenting skills accordingly
- Responsible for coordinating travel or transport of a child in care for medical treatment when an alternative care giver is not able or willing to attend
- Support Alternative Care Providers to work with biological families in support of 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
- Complete all pertinent data for case records and reports, including case management notes, plans of care, ONLAC and AAR, 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 Alternative Care Homes:

To recruit, assess and support the ongoing efforts of Alternative Care homes, including kinship services.

- Identify policies and procedures for recruitment, assessment, training, approval, and ongoing support to Alternative Care and kinship caregivers
- Identify a plan and complete recruitment opportunities for Alternative and kinship caregivers, utilizing current caregivers as role models and educators
- Completing detailed home assessments for alternative care applicants;
- Utilize public relations, marketing, media, community awareness, social networking and community development strategies to support recruitment efforts
- Ensure Alternative Care Providers are active participants of the team servicing the needs of children in 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 Alternative Care
- Prepare kinship and Alternative Caregivers to develop supportive relationships with Natural Caregiver families to facilitate communication, enhance visitation and sustain children's attachments
- Support and train Alternative Care Providers in problem solving and crisis intervention strategies
- Identify and support Alternative Care 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
- Identify linkages for Alternative Care Providers to appropriate community services and providers to address the needs of children in care
- Develop, coordinate, and conduct pre-service orientation and training for Alternative Care Provider families
- Implement and monitor training strategies to prevent burnout, maintain positive morale and increase retention of skilled Alternative Care Provider
- Identify and encourage members of a child's extended family and social network to consider becoming a placement resource for the child
- Decrease the anxieties and emotional conflicts of Alternative Care Provider families in order to maintain stable placements for children in care
- Develop 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 in care for Alternative Caregivers
- Intervene at the first indicators of placement stress to help stabilize Alternative Care 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, SAFE (Structured Analysis Family Evaluation) tools, home study reports and correspondence
- Educate Alternative Care Provider families about Agency policies and procedures, and expectations to avoid unwarranted Serious Occurrences
- Responsible for PRIDE training for all foster/adoptive/kinship applicants

Support Functions:

Assess, monitor and support alternative care services to ensure that children in the care of the Society receive optimum care, and that the services meet Society and Ministry standards.

- Completing quarterly reviews, semi-annual/annual reports in accordance to ministry standards;
- Completing termination/transfer summaries when an alternative care home closes or transfers to another Alternative Care Worker;
- Completing 21-day and 90-day alternative care service plan with child in care team when requested;
- Completing intervention plans when a concern or allegation has been identified with an alternative care home;
- Maintaining working files that are accurate, concise, legible and up to date according to licensing, accreditation, and society policies and procedures;
- Completing reviews on alternative care home status and maintain current placement list;

- Ensuring alternative care parents complete an Exit Interview for placement over 60 days;
- Organizing and coordinated recognition and/or appreciation events

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 including, Alternative Care homes, the police, schools and medical professionals
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

Administration and Reporting:

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

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain a detailed work plan of activities
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver reports
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation
- 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:

- Assist in training and orientation of peers and students
- Participate in After Hours/On-Call Work Schedule
- Participate in internal or external committees as required or requested
- Other duties as required and 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 training and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Solid knowledge of the Child 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 alternative care;

- Required skills and experience in assessments related to alternative care/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
- 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 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 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 Worker will typically be in a home or office setting with regular meetings with children, families and other professionals. The Alternative Care 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 Alternative Care Worker will be required to travel to meetings and home visits within the district.

The Alternative Care Worker must be able to multi-task within a fast-paced, high-volume and demanding environment. The Alternative Care 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 Alternative Care 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 Alternative Care Worker 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 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