

## Job Description

POSITION:	Child Welfare Worker
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	May 27, 2014

### **JOB PURPOSE**

Reporting to the Team Supervisor, the Child Welfare Worker is responsible for a varied caseload including investigating and assessing matters pertaining to children in need of protection; providing support services to families, children, Alternative Care Providers and kin care placements; and supporting children in and out-of-home placements in accordance with the Child and Family Services Act, Ministry standards, child protection protocols, risk assessment tools, Agency policies and procedures and First Nation standards of practice.

### **KEY JOB FUNCTIONS**

#### **Investigation and Ongoing Support:**

Conduct child protection investigations and assess ongoing risk to children and youth as well as support families in planning for reunification with their children.

- Conduct case investigations and home visits including interventions in crisis situations
- Assess risk to children utilizing risk and assessment tools, standards and guidelines, and Agency policies and procedures
- Conduct joint investigations with police as appropriate to ensure the safety of children
- Interview and assess all parties involved including referral source, children and extended families
- Complete assessments for the purpose of formulating treatment and service plans
- Consult with community partners in developing appropriate extended family and Alternative Care placements and admit children into the care and custody of the Agency when necessary
- Prepare children for admission into care of Agency
- Advocate the use of traditional concepts of kinship and Alternative Care
- Incorporate strategies to engage family members in collaborative casework that empower families to make change
- Promote joint case assessment, planning and service provision
- Continually assess the strengths and needs of families, while engaging extended family members and community resources
- Prepare and participate in Family Circles, Family Conferencing, and Alternative Dispute Resolution processes
- Support and encourage families to create an ongoing safe and nurturing environment
- Determine the child's ongoing safety and risk and develop a service plan that alleviates and mitigates ongoing concerns
- Ensure that ongoing counseling services embrace and incorporate both contemporary and traditional mental health/support services
- Document and complete all legal requirements for court hearings in conjunction with Legal Counsel
- Appear as a witness in child welfare, criminal or family court
- Assist families in identifying the most appropriate services, family members and activities to achieve case plan objectives
- Complete routine and timely case review with families, making the appropriate plan modifications including terminating involvement
- Complete all pertinent data for case records and reports, including case management notes, case assessments and reviews, case histories, legal reports and correspondence
- Assist families in developing permanent plans for their children when reunification is not possible
- Complete court documentation for protection proceedings

**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
- 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

**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**

- Bachelor of Social Work degree preferred
- Community College Diploma in Social Services or Native Child Welfare Worker diploma may be considered

### **Minimum Experience**

- Two (2) years' direct experience in a social services agency

### **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

### **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
- 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 auto insurance liability 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 Child Welfare Worker will typically be in a home or office setting with regular meetings with children, families and other professionals. The Child Welfare 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 include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Child Welfare Worker will be required to travel to meetings and home visits within the district.

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