



### **JOB POSTING #17-181**

The following opportunity is available from September 2017 up to February 2018 and applications are invited:

#### **TITLE/BRANCH**

Foster Care Resource Worker  
Resources for Children and Youth

#### **LOCATION**

Location: Sheppard/Downsview, Toronto

**SALARY RANGE: \$66,282 - \$75,709**

#### **PURPOSE:**

To provide quality assurance, guidance, support and consultation to foster parents in order to maintain and/or enhance the provision of care and treatment of children. To assist in the preservation of family based care.

#### **MAJOR RESPONSIBILITIES:**

1. Ensures Agency's policies, procedures, standards and expectations as well as relevant child welfare legislation and Ministry Licensing requirements are communicated and adhered to by foster parents.
2. Monitor functioning of foster homes and the progress of children placed in these homes. Provide consultation regarding child development and child management techniques and appropriate access to family. Attend Plans of Care, Branch and Adoption conferences where appropriate.
3. Ensures foster homes have access to internal and external supportive resources, including planned and emergency relief and the supports of a Foster Parent Support Worker and Resource Support Worker. In conjunction with the foster parent, identify individual training needs related to their developmental goals and the needs of the children placed in their home. Will facilitate the foster parent's participation in training sessions as necessary or as available.
4. Ensures any identified service concern issues are addressed and documented. Consult with Supervisor, Director and Foster Parent Communications Team as necessary in the resolution of any identified issues.
5. Follows practices and procedures related to Serious Occurrence Reporting and the completion of child protection investigations related to providers.
6. Ensures all required documentation is included in the provider record as per required timelines; conducts visits, the Family Development Plan, home safety checklists and service agreements as per required timelines; ensures all documentation of significant events and information is available in the provider file. Completes and maintains the computerized Foster Home Inventory every six months or as needed. Review and updates specialized contracts, such as interagency service agreements.
7. Promotes a team work approach with all members of the service team and provides consultation, support and guidance to foster parents regarding resolution of service issues, directing foster parents to members of the service team, as well as the Foster Parent Association and the Foster Parent Communications Team. Provides support and promotes problem resolution by organizing, participating and recording content of meetings.

8. Coordinates a cluster group of 25 to 30 foster homes providing support, training and leadership. Arranges up to 9 cluster meetings as required per year. Prepares and completes all program written requirements and statistics within stated time frames and according to Agency practice.
9. Provides duty coverage as scheduled and responds to crisis in a calm manner.
10. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
11. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
12. Uses sound judgment in consideration of financial resources.
13. Complies with Society's financial policies and procedures.
14. Performs other duties, as assigned.

## **QUALIFICATIONS:**

### **Education and Experience**

- Child and Youth Worker diploma plus 3-4 years relevant experience OR
- Accredited relevant post-secondary certificate or degree in a related discipline and with 4 years relevant experience.

### **Knowledge and Skills**

- Knowledge of the foster care system and understanding of the roles foster parents play in the case management team.
- Excellent knowledge of family dynamics, child development, family access and clinical issues
- Demonstrated excellent communication skills, including written, verbal and active listening skills.
- Complex problem solving skills, including demonstrated ability to engage in critical thinking, judgement and decision making.
- Demonstrated ability to negotiate, set contracts and elicit the co-operation from others
- Demonstrated ability to resolve conflict and bring people together to resolve conflict.
- Demonstrated organizational and time management skills.
- Ability to perform duties in a professional manner.
- Ability to work independently with flexible hours and travel outside of Toronto if necessary
- Ability to use computers and computer software (ie; CPIN, Microsoft Office)

### **Position Requirements**

- Valid Ontario G or G2 Driver's license
- Access to a vehicle for Agency work

### **Assets**

- Proficiency in a second language

Please apply online at [www.torontocas.ca](http://www.torontocas.ca) under employment section or applications can be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources. Only qualified applicants will be acknowledged.

**THIS POSITION IS WITHIN THE BARGAINING UNIT**

**Anti-Oppression/Anti-Racism at CAST**

*CAST is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

**Accommodation at CAST**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*