



Foster Care Coordinator (12 Month Contract)

Jewish Family & Child is a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking **Foster Care Coordinator** to join our team for five (5) days per week, 12 month maternity leave contract.

RESPONSIBILITIES:

- ❖ Conducting foster parent recruitment, evaluation and education
- ❖ Arranging and facilitating foster placements and providing resources and support to active foster care placements
- ❖ Coordinating the Foster Parent Licensing Procedure with the Agency, Ministry Staff and Foster Parents
- ❖ Providing individual, family, or group counselling to resource families
- ❖ Responsible for working as a support person with foster and kinship families
- ❖ Completing SAFE assessments, evaluations and approvals of clients
- ❖ Maintaining current knowledge of legislation and government prescribed procedure and regulations on Foster Care
- ❖ Providing administration and coordinating support in relation to other multi-service cases as needed
- ❖ maintain an accurate and timely client related documentation and records
- ❖ Developing an understanding and commitment to the Agency's PQI and Research and Evaluation program
- ❖ Perform other duties as assigned

QUALIFICATIONS:

- ❖ MSW or equivalent
- ❖ Valid Ontario Driver's License
- ❖ Minimum 3 years related experience including clinical assessments and client service delivery
- ❖ Member of OCSWSSW in good standing
- ❖ Working knowledge of the Child & Family Services Act of Ontario
- ❖ Knowledge of community needs and resources
- ❖ Flexibility and ability to respond to changing circumstances and organizational needs
- ❖ The ability to establish rapport, credibility and build strong relationship with clients and colleagues

If you are interested in applying for this position, please submit your cover letter and résumé to resumes@jfandcs.com.

In the subject line of your email, please reference Foster Care Coordinator. This position will remain active until it is filled.

JF&CS offers a competitive compensation and benefits package including dental, vision, and health coverage, a Healthcare Spending Account and a defined benefit pension plan.

JF&CS offers a generous number of vacation and sick days and are closed on most Jewish and all Statutory Holidays.

JF&CS is conveniently located at 4600 Bathurst Street in Toronto. On the premises you will find free parking, a daycare centre and a gym (with subsidized membership).

Jewish Family & Child is committed to the principle of equal opportunity employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

We thank all applicants for their interest; however, only those considered for an interview will be contacted. To learn more about Jewish Family & Child, please visit: www.jfandcs.com | www.facebook.com/jfandcs