



# Dnaagdawenmag Binnoojiiyag

## Child & Family Services

517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

### **Employment Opportunity Support Services Supervisor – Full Time Peterborough**

#### **Purpose of the Position:**

Reporting to the Director of Services, the Alternative Care Resource Manager has responsibility for the development, implementation and updating of service delivery policies and procedures for the preparation of the annual departmental service plan, for the preparation of reports as required, provides guidance and coordination of Front Line Workers within the department of Alternative Care Services or as otherwise assigned by the Executive Director and Director of Services, and any other duties assigned by the Executive Director. In addition, during the period of development of Alternate Care Services, the Alternative Care Resource Manager may also be required to carry out duties ordinarily performed by Alternative Care Workers as outlined herein.

#### **Responsibilities:**

##### **Service:**

- Ensures the provision of fair, equitable, respectful and culturally relevant service to Indigenous children and families, consistent with the vision, mission, and values of Dnaagdawenmag Binnoojiiyag;
- Collaborates with relevant communities to explore options and alternative strategies to address complex issues affecting Indigenous children and families;
- Oversees the provision of service to children ensuring the physical, familial, emotional, cultural, spiritual, educational, and social needs are met;
- Ensures the prompt assignment, transfer, and closing of cases and maintains detailed records and systems for tracking cases;
- Ensures compliance with processes and standards governed by legislation and regulation;
- Evaluates the effectiveness of interventions and/or treatment and care plans and provides guidance to workers on service decisions;
- Ensures the effective coordination and integration of services, to address the needs of children and youth;

##### **Planning, Development and Implementation:**

- Participates as a member of the management team of the Agency in the ongoing evaluation and review of intake, child prevention, and on call services, to ensure the provision of culturally appropriate and relevant services to Indigenous children and families;
- Works with the Director of Services and Executive Director to identify policy gaps in relation to current and developing service practices;
- Ensures compliance with, and the consistent application of, the CYFSA and applicable standards and regulations and Dnaagdawenmag Binnoojiiyag policies, procedures, and protocols;
- Participates as a member of the management team in the development of progressive policies, procedures, guidelines, and standards as they relate to the delivery of child and family services;
- Analyzes service issues and contributes to facilitating positive change by advocating for and supporting the necessary systemic changes;

- Collects and analyzes service data and submits reports to the Director of Services, and Executive Director on a regular basis.

#### **Human Resources Management:**

- Provides leadership, direction, guidance, support, and ongoing supervision to the team of Front Line Workers responsible for the delivery of Alternative Care Services and ensures understanding and alignment with mission, vision, values, and strategic priorities of Dnaagdawenmag Binnoojiiyag;
- Provides day-to-day coaching and feedback to workers on their performance and identifies developmental needs and formulates strategies to address gaps in performance;

#### **Community Relations:**

- Participates in opportunities with other agencies where appropriate and establishes and maintains effective working relationships;
- Communicates and explains Agency and Ministry policy to Indigenous communities via regular contact and ongoing dialogue with community members and staff as requested.

#### **Other Duties:**

- Ensures the effective implementation of other duties as determined by the Executive Director.

#### **Duties Regarding Development of the Alternative Care Program:**

- The Alternative Care Resource Manager will be responsible for the development and management of the Alternative Care programs of Dnaagdawenmag Binnoojiiyag. When the program is operational the incumbent will be responsible to oversee, supervise, and manage all aspects of this program; during program development the Alternative Care Resource Manager will be called upon to carry out duties that will ultimately rest with staff.

#### **Education and Experience:**

The successful applicant should have:

- An MSW/BSW or a combination of child welfare experience within Indigenous communities and education from a recognized school of Social Work;
- Two (2) years of previous supervisory experience within a social service context;
- Experience in working with culturally appropriate service models for Indigenous people;
- Must be willing to work flexible hours.

#### **Accountabilities:**

- Ability to provide an acceptable Driver's Abstract;
- Ability to provide an acceptable CPIC with VPSS and be bondable;
- The employee is required to provide their own vehicle for used on the job;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License
- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children;
- Your vehicle should be equipped for the use of child car seats.

#### **Work/Knowledge Requirements:**

The successful applicant will show:

- Communicate effectively in writing and verbally;
- Demonstrate excellent management and administrative skills;
- Demonstrate proficiency with various software packages including but not limited to word processing, database, and/or spreadsheet applications;
- Demonstrate excellent analytical skills in order to evaluate program needs and results;
- Ability to organize and prioritize a variety of competing and urgent demands;

- Demonstrate strong supervisory and management skills in order to effectively lead and motivate teams;
- Commitment to understanding and supporting the Dnaagdawenmag Binnoojiiyag service delivery model and organizational service policies;
- Demonstrate ability to research community needs, plan community-based services, and prepare written reports on such research and planning;
- Commitment to providing services in ways that respect Indigenous cultural and spiritual practices;
- Knowledge of and commitment to the development of alternative, non-punitive healing approaches derived from Indigenous culture;
- Willingness and ability to support both traditional and contemporary healing practices and experience in working with Elders, Healers, and contemporary helpers;
- Demonstrate knowledge of all relevant legislation including but not limited to the *Child, Youth, & Family Services Act especially Part X, Youth Criminal Justice Act, Mental Health Act, Ontario Labour Code, Employment Standards Act, Human Rights Code, Occupational Health and Safety Act* and other relevant legislation;
- Knowledge of treatment theories for the assessment, planning, and development of treatment services.

**Starting salary:** \$69,000.00 - \$84,513.00 based on qualifications and experience

**Closing Date:**

- Open until filled;
- Incomplete applications will not be considered;
- Only those selected will be contacted for an interview.

**Please send:**

- Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca)). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Human Resources, Recruitment Coordinator  
 Dnaagdawenmag Binnoojiiyag Child & Family Services,  
 517 Hiawatha Line,  
 Hiawatha First Nation, ON  
 K9J 0E6  
 Fax: 705-295-7137  
 Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

**Notes:**

- Persons of First Nations, Metis and Inuit ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)