



<b>POSITION TITLE:</b>	FAMILY FINDER
<b>DEPARTMENT:</b>	SUPPORT SERVICES
<b>REPORTS TO:</b>	SUPPORT SERVICES SUPERVISOR
<b>CLASSIFICATION:</b>	FULL TIME - PERMANENT
<b>LOCATION:</b>	SUTTON, ON
<b>POSTING DATE:</b>	JANUARY 12 <sup>th</sup> , 2021
<b>CLOSING DATE:</b>	JANUARY 26 <sup>th</sup> , 2021

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

Reporting to the assigned Support Services Supervisor, and under the Director of Service and Support the Family Finder's role is to engage and screen identified family (kin and kith), as possible emotional, customary and legal permanency options for children and youth in Dnaagdawenmag Binnoojiiyag Child & Family Services care in accordance with Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures, Ministry Regulations, Standards and Directives and relevant legislation.

### **RESPONSIBILITIES**

- Conduct interviews with the child/youth, the referral source, their caregiver(s), initially identified relatives (kin and kith), and other identified individuals.
- Diligently continue to identify, locate and engage additional relatives or other important people in the child/youth's life.
- Conduct telephone interviews and/or home visits to locate and engage prospective family/community connections to establish connection or to ascertain additional contact information for family/community member connections.
- Screen identified relatives or other individuals via completing Child Welfare checks, Criminal Record Checks and assist family members in completing a proposed Family Plan submission in accordance with Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures, Ministry Regulations, Standards, Directives and relevant legislation.
- Arrange family case conferences or circles and ensure barriers to participating are removed for extended family (kin and kith)
- Collaborate with referring internal staff and external resource partners, and access internal resources, to ensure effective coordination and provision of service.
- Collect, organize and prepare verbal and written reports and genograms regarding pertinent family information.
- Provide expertise/consultation, education and training about the Family Finding



Program and services to internal staff and external resource partners.

- Consult with the Support Services Supervisor regarding decisions and planning in accordance with Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures, Ministry Regulations, Standards, Directives and relevant legislation.
- Provide coverage and support to other positions within the department as assigned by the Support Services Supervisor to maintain the efficient and effective delivery of service.

## **POSITION REQUIREMENTS**

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

- BSW or a BA in a related field combined with a minimum of three years of Child Welfare experience.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

### **Knowledge Requirements:**

- Thorough understanding of and ability to practice a strength-based, anti-oppressive and culturally sensitive approach with children/youth and their parents and extended family (kin and kith).
- Strong understanding of the principals of permanency and Family Finding theory, history and services.
- Strong working knowledge of the fundamentals of Customary Care, Kinship, Foster Care and Adoption.
- Strong knowledge of the child welfare system and the issues faced by the First Nations, Metis and Inuit child/youth and family populations served by this position.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

### **Ability Requirements:**

- Highly effective listening, verbal and written communications skills.
- Exceptional ability in conflict management and dealing with stressed/difficult people and situations.
- Exceptional interviewing skills and ability to create a comfortable interview environment.
- Effective interpersonal skills including the ability to work cooperatively and collaboratively with internal and external resources.
- Highly effective time management skills and ability to work effectively and independently under the pressure of tight timelines, competing priorities and emergent issues.



- Excellent interpersonal skills including the ability to work cooperatively and collaboratively with internal and external resources.
- Strong attention to detail and accuracy and ability to balance multiple tasks and assignments.
- Possess exceptional interviewing skills that establish comfortable and confident engagement of individuals while gathering pertinent information.
- Work within an office environment and conduct the work associated with this position.
- Communicate effectively with our children, youth, families, communities and staff.
- Work cooperatively with other staff and management.
- Relate effectively to community members.

#### **Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

#### **ACCOUNTABILITIES**

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

#### **WORKING CONDITIONS**

- You will be provided a working location within your region by the Organization.
- Travel within the catchment area will be required.

#### **SALARY RANGE**

- \$ 57,635.77– \$ 69,454.20, depending on qualifications and experience.

#### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.



Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

## EMPLOYMENT OPPORTUNITY

- Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.