



<b>POSITION TITLE:</b>	ALTERNATIVE CARE WORKER
<b>DEPARTMENT:</b>	ALTERNATIVE CARE
<b>REPORTS TO:</b>	SUPERVISOR
<b>CLASSIFICATION:</b>	FULL TIME PERMANENT
<b>LOCATION:</b>	WHITBY, ON
<b>POSTING DATE:</b>	JANUARY 15 <sup>TH</sup> , 2021
<b>CLOSING DATE:</b>	FEBRUARY 1 <sup>ST</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 Supervisor, the Alternative Care Worker is responsible for screening, assessing, supporting and evaluating alternative care, customary care, kin care, kin service, placement, recruitment, training and adoption resources for children who have experienced trauma, abuse, neglect and/or are unable to live with their parents/caregivers. You may also be assigned a specialization focusing on the areas noted within this job description.

## **RESPONSIBILITIES**

### **Clinical:**

- Responds to telephone enquiries providing information about Dnaagdawenmag Binnoojiiyag Child & Family Services, the Alternative Care Program, Home Study Assessment process, and the challenges of Alternative Care, Customary Care and Adoption.
- Completes Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA), Adoption Home Study Assessments on prospective applicants, including each member of their family, extended family, and/or boarders if applicable. The SAFE or IFDA involves an in-depth assessment in accordance with Dnaagdawenmag Binnoojiiyag Child & Family Services requirements.
- Assesses potential problems or barriers to the successful completion of the Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) Adoption Home Study Assessments, and makes recommendations and decisions based on this assessment.
- Respect the First Nation's internal process for Customary Care and ensure ongoing consultation with First Nations Designated Persons.
- Manages an assigned caseload according to Dnaagdawenmag Binnoojiiyag Child & Family services standards with specific attention to post placement interview



feedback in order to respond to separation issues as well as providing and receiving constructive feedback.

- Assists the Alternative Care, Customary Care and Adoptive family in adapting to the changing treatment needs of the child in order to maximize the Alternative Care, Customary and Adoptive family's skills and competencies to ensure a high quality of care.
- Liaise between the Alternative Care, Customary Care and Adoptive family and Dnaagdawenmag Binnoojiiyag Child & Family Services staff to facilitate communication and problem solve accordingly. Represents the views of Alternative Care, Customary Care and Adoptive parents when required.
- Responds to requests from Alternative Care, Customary Care and Adoptive parents for support within a 24-hour period, assist Alternative Care, Customary Care and Adoptive parents in identifying issues, engages them in constructive problem solving and provides emotional support.
- Advocate on behalf of Alternative Care, Customary Care and Adoptive parents for additional resources when required.
- Completes annual evaluations in collaboration with Alternative Care and Customary Care parents including an assessment of their competencies, skill development, strengths and weaknesses, goals, specific training needs and home safety.
- Manages performance concerns and recommends closure of Alternative Care and Customary Care homes when required.
- Recommends the reclassification of Alternative Care and Customary Care homes when appropriate.
- Supports Alternative Care, Customary Care and Adoptive families during investigations and complaints and implements disciplinary contracts /letters of understanding with respect to changes required in the Alternative Care, Customary Care and Adoptive home when necessary.
- Provides support to Alternative Care, Customary Care and Adoptive parents during serious occurrence investigations as per Dnaagdawenmag Binnoojiiyag Child & Family Services' policies and procedures manual.
- Participates in the resolution of service complaints/issues, incidents and serious occurrences and provides support to the Alternative Care and Customary Care parents in cases throughout the formal complaint and implements disciplinary letters of understanding with respect to changes required by Dnaagdawenmag Binnoojiiyag Child & Family Services personnel in the Alternative Care and Customary Care home, where necessary.
- Provides regular consultation about the availability of Alternative Care and Customary Care homes and their capacity to care for children and youth and their preferences.
- Participates as an active member of the Alternative Care, Customary Care and Adoption team, attends and provides input at team meetings, admission and planning conferences and plans of care.



- Participates in team recruitment and training efforts.
- Assists Alternative Care and Customary Care homes in working through the Adoption process with children when required. This includes supporting the natural child/ren and assisting the family through the Adoption process and separation.
- The position makes recommendations with respect to different aspects, or various parts of the Alternative Care and Customary Care program. i.e. home study, recruitment, and information gathering for specific issues which meets the needs of Alternative Care and Customary Care families. Also provides input into the service planning process generally.
- Assists in developing and designing recruitment and training programs for Alternative Care and Customary Care parents.
- The employee is required to acquaint himself/herself with all laws, rules, regulations, policies and procedures, which impact on his/her specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which afford them consistent and meaningful effect.
- Manage Alternative Care and Customary Care performance concerns, locating appropriate training and community resources.
- Assist in Child Protection Investigations, which includes the collection of evidence and appearance in court.
- Deliver all work in accordance with the Child, Youth and Family Services Act (CYFSA), Ministry's Foster Care Licensing standards, Designated Place of Safety Requirements and Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures.

#### **Placement Functions:**

- Secure appropriate placements for children/youth on an emergency and planned basis.
- Consider all aspects of child/youth's social history, development, mental health, physical health, family dynamics, cultural/spiritual needs, and resource compatibility to ensure that the best match is made.
- Conduct Annual Evaluations on Outside Paid Resources (OPR's) as needed and in partnership with local mainstream agencies.
- Liaison with OPR's for placement activities, complaints, serious occurrences, investigations, problem solving, training, etc. and monitor and address any quality assurance issues that arise in a timely and professional manner.
- Work in partnership with Finance to resolve OPR payment discrepancies
- Maintain statistics on the placement of children and analyze the statistical data to project program trends and recruitment needs.
- Participate in consultations and case conferences with service providers to discuss placement and service needs of the child to prevent and reduce placement breakdown.
- Is knowledgeable in the Alternative Care Policies and Procedures and educates



colleagues on the matter.

- Is knowledgeable in Resource Service Agreement terms and conditions and educates colleagues on the matter.
- Actively participate in external placement committees and network meetings (provincially/regionally/locally) and Intake (mental health beds) and/or service resolution committees (regionally/locally).
- Convene and chair Placement Conferences.
- Distribute and track all Special Rate Agreements (SRAs).
- Is knowledgeable in the process of Inter-Agency Service Agreements (ISAs) and Resource Service Agreements (RSAs), Inter-Provincial Placement Agreement (IPPA) and Shared Care Agreements.
- Participate in public communication, education, recruitment and retention activities
- Ensure policies and procedures are being adhered to, in order to facilitate culturally appropriate decision making.
- Ensure contact logs and other related documentation are written and maintained in accordance with agency policies and procedures.

#### **Adoption Functions:**

- To act as Resource Worker in the completion of Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) home studies of resource/foster homes, where the long-term plan for the placement is Adoption.
- Co-lead Parent Resources for Information, Development and Education (PRIDE)/ Helping Establish Able Resource Homes Together (HEART) & Strong Parent Indigenous Relationships Information Training (SPIRIT) pre-service training/ for Adoptive/ Alternative Care applicants.
- Complete Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) home studies for Adoption, including office and home interviews with all family members.
- Consult with child/youth' worker regarding information required for appropriate selection of prospective Adoptive parents (i.e. Child's background information, medical reports, legal status of child, availability of life book and photographs).
- Inform Adoptive parents of their rights with respect to Disclosure with both identifying and non-identifying information.
- To inform care providers regarding targeted Ontario Permanency Funding.
- Supervise all placements of children/youth on Adoption probation which included any recordings or reports necessary to finalize an Adoption.
- To act as case manager for children being placed in Adoption including managing the pre-placement preparation process and provide services during the Adoption probation period.
- Coordinates requirements for court hearings including preparing evidentiary materials, counselling prospective Adoptive parents or other stakeholders regarding



court procedures and reviewing case information with lawyers. This may include the negotiation and process related to any openness proceedings.

- Prepares appropriate documentation to support supervision by another Children's Aid Society (CAS) where a child is placed out of our catchment area.
- Ensure that all necessary documentation for the completion of Adoption is available and presented to court for finalization.
- Participate in Extended Society Care Review.

#### **Kinship Service Functions:**

- To assess the kinship service caregiver by completing the required documentation and assessments.
- To review all documentation and identify any factors that will need to be mitigated in approving the kinship caregiver.
- To follow the established Agency practices and Ontario Kinship Service Standards in the completion of the kinship service assessments and process.
- Document into the Agency database (Child Protection Information Network, CPIN) all contact logs (within 24 hours), assessments and documentation.
- Provide ongoing service to the approved kinship service caregivers and children residing in kinship arrangement. Ongoing service includes: Home visits, contact logs and outcome plans in accordance with Agency expectations and Ministry standards, in order to ensure high quality service is maintained.
- To work collaboratively with the Family Service Worker to ensure that family outcome plans and kinship outcome plans are coordinated and mutually developed, including the First Nation, Inuit and Métis representative.
- To assist the caregiver in connecting to support services including financial, Agency and community resources to meet the ongoing needs of the child and support the stability of the placement.
- To assist Kinship Service providers in constructive problem-solving for any issues that arise, ensuring the Supervisor is consulted and updated at appropriate points as required.
- To provide ongoing support to the Kinship Service families, while promoting the goal of reunification with the parents.
- To attend case planning circles with the family and First Nation, Inuit and Métis representative.
- Actively contributing to the alternative care department development: including cross-functional teamwork, following procedures, policies.
- Able to work flexible hours including evenings, weekends and holidays if required.
- Travel within the agency's jurisdiction and outside the jurisdiction as required.
- Perform other tasks and assignments as requested by the Supervisor.

#### **Trainer/Recruiter Functions:**

- Recruitment of Alternative care parents.



- To ensure all Ministry standards for Alternative Care licensing are being met.
- Developing, delivering and coordinating training for alternative care providers including (Pre-Service and In-Service) Parent Resources for Information, Development and Education (PRIDE).
- Completing Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) home studies.
- Collecting, analyzing and collating feedback from training.
- Training needs assessments.
- To develop and implement a yearly recruitment plan for the Dnaagdawenmag Binnoojiyag Child & Family Services, including marketing strategies.
- Attending training committees internally and externally.
- Planning for an annual recognition event and other retention activities throughout the year.
- To maintain effective and professional working relationships with colleagues, alternative care families and other professional colleagues.
- To maintain effective professional working relationships with community collaterals.
- To participate in supervision in accordance with agency and/or supervisory requirements.
- To complete administrative requirements in accordance with agency and/or supervisory requirements.
- To attend training, as identified.
- To incorporate and utilize all policies and procedures in daily activities.
- Other related duties as assigned.

**Administrative Duties:**

- Maintains Alternative Care, Customary Care and Adoption home files according to Dnaagdawenmag Binnoojiyag Child & Family Services requirements. Completes required administrative forms including daily time sheets, mileage, expenses and log sheets.
- Maintains Alternative Care, Customary Care and Adoptive family files, including statistical data, internal and external record checks in addition to follow-up with applicants.
- Prepares and files court documents for Adoption.
- Reviews Alternative Care and Customary Care parents' reimbursable forms when required and approves resource supports (i.e. mileage for training, equipment purchase, babysitting, damage repairs, etc.).
- Responds to requests for references (i.e. medical references).
- Completes police, medical, and reference checks during the home study process in addition to requests for payment forms and requests other supports.
- Ensures completion by Alternative Care and Customary Care parents of all financial and child related forms (i.e. requests for reimbursement, dental, optical, and medical treatment forms).



- Documents all contacts with workers, Alternative Care, Customary Care and Adoptive parents and collateral personnel.
- Participates in the process of reclassifying Alternative Care and Customary Care homes.
- Liaises with Finance Department regarding any monetary issues or concerns involving an Alternative Care and Customary Care home.
- Ensures providers are financially compensated accurately.
- Attends all staff meetings.

### **OTHER DUTIES**

- As assigned by Supervisor

### **POSITION REQUIREMENTS**

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

- Bachelor of Social Work Degree, or BSW equivalency; OR
- Master's Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families; OR
- Bachelor's Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families; OR
- Other educational achievements and relevant experiences which, in the opinion of the Executive Director and Director of Services is an equivalency for the purposes of this position.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

#### **Knowledge Requirements:**

- A good working knowledge of child welfare legislation and Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures, including the Regional Protocol.
- Knowledge of and a high level of clinical skill with respect to child development, family dynamics, child abuse and neglect.
- Good knowledge of Alternative and Customary Care and Adoption practices and philosophy, analytical skills to resolve problems, identify and meet program requirements.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we serve.
- 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:**

- Strong interpersonal and interviewing skills and a demonstrated ability to form



effective working relationships with Alternative and Customary Care and Adoptive parents and Dnaagdawenmag Binnoojiiyag Child & Family Services staff.

- Excellent written and verbal communication skills to share information in a clear, concise and accurate manner.
- Competence in assuming an advocacy role on behalf of Alternative and Customary Care parents when required.
- Well-developed problem-solving skills and mediation skills.
- Good organizational skills.
- Good computer skills, including Microsoft Office Suite and adaptability to new systems.
- Ability to develop and present training material in both a small and large group format.
- The ability to allocate and develop Dnaagdawenmag Binnoojiiyag Child & Family Services' resources.
- Excellent case management skills including the ability to know how and when to appropriately use authority.

#### **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**

- \$ 64,840.24 – \$78,148.96, depending on qualifications and experience.

#### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)





Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

## EMPLOYMENT OPPORTUNITY

- 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.
- 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.