



January 10, 2023  
Job Posting #2023-01

## Permanent Full-time Resource Home Development Worker

The York Region Children's Aid Society (YRCAS) is a non-profit community organization legally mandated to protect children and youth from abuse and neglect. As a leader within the child welfare sector, we partner with parents, caregivers, and community to provide a safe environment for children and youth, through equitable, culturally aligned services.

Comprised of interdisciplinary teams of diverse professionals who push boundaries in support of family centered care, we engage with children and families for a stronger, healthier community within the York Region.

YRCAS is fully committed to a culture of belonging and an inclusive environment that encourages every team member to lead within their role, generate innovative ideas that reinforce our mission and goal to create a healthy workplace and community where children youth and families thrive.

To support us on our journey, YRCAS is looking for a Resource Home Development Officer to support our Resource Department.

### Why Work for Us?

- ❖ Hybrid working model (working virtual and in person)
- ❖ Casual dress code
- ❖ Employer paid Group Insurance and Health & Dental Benefit
- ❖ Four (4) Weeks of Vacation accrued per calendar year
- ❖ Five (5) float days per calendar year
- ❖ One day off every five (5) weeks during Winter months
- ❖ Shortened Summer hours
- ❖ OMERS Pension, with employer and employee sharing premiums equally
- ❖ CAA Membership Reimbursement and Mileage Reimbursement
- ❖ Enhanced Wellness Initiatives Virtual Fitness Classes

### SUMMARY OF DUTIES & RESPONSIBILITIES

#### Recruitment:

- Plan, develop, organize, and implement (conduct) an effective recruitment program utilizing foster parents, community resources, staff, and volunteers, where appropriate.

## Offices

Main Office:  
16915 Leslie Street  
(Kennedy Place)  
Newmarket, ON  
L3Y 9A1

Richmond Hill Office:  
120 East Beaver Creek  
Road, Suite 301  
Richmond Hill, ON  
L4B 4V1

Vaughan Office:  
3901 Highway 7 West,  
Suite 202  
Woodbridge, ON  
L4L 8L5

- Develop a written Recruitment Plan outlining the specific types of homes required to meet the placement responsibilities of the Society and the number of homes to be recruited.
- Initiate, design and carry out annual and short-term recruitment programs, projects, strategies and plans to recruit quality and diverse resource homes to meet the needs of the Society.
- Develop, promote, and distribute recruitment material.
- Initiate, develop and maintain contact among a variety of community interest groups about foster care.
- Initiate, develop and maintain a network of professional community contacts including the media.
- Conduct Information Sessions for those interested in fostering.
- Represent the Society effectively, interpreting the Society's Foster Care programs and articulating the challenges, benefits, and rewards of fostering in the community and media (e.g., public speaking and media interviews).
- Liaise and consult with the Society's Communications and Information Services teams regarding external facing social media marketing campaigns related to recruitment.
- Complete initial screening (inquires) calls and record/input such inquiries into CPIN and provide coverage for the team as required.
- Develop and utilize a tracking system to maintain recruitment statistics to facilitate the evaluation of the effectiveness of recruitment efforts.
- Complete and analyze data relevant to the recruitment role as it relates to ongoing recruitment plans and programs.
- Maintain financial expenditures records regarding recruitment costs/expenditures (e.g., Promotional material and activities).

#### **Home Assessments:**

- Arranges for interviews with prospective applicants, when indicated, to assess their potential suitability as resource parents and to provide information about the Agency and the role of resource parents.
- Follow established guidelines in the completion of assigned resource home studies, and document the information gathered in a clear, concise manner according to Agency requirements.
- Ensure all medical information, police/child protection screening checks, personal references and as required, additional documents and materials, are gathered and accounted for at the time of a home's approval.

#### **Training:**

- Plans, develops, organizes, and implements effective training programs for resource parents, utilizing input from community resources, volunteers, resource parents, and staff.
- Develops, conducts, and analyzes regular training needs assessment to assist in defining the training needs of resource families.
- Collaborates with neighbouring societies for the purpose of inter-Society training.
- Maintains training statistics and develops and maintains an ongoing training calendar.
- Regularly evaluates the effectiveness of training programs.
- Initiates, develops, and maintains a network of professional contacts to assist in the delivery of

training programs.

- Designs, develops, and implements training modules, as per the principles of adult education, including pre-service training (orientation) and ongoing training.
- Assesses, evaluates, and provides feedback to Resource Home Support Workers regarding the group performance of resource parents, including any concerns or recommendation for continued development.
- Conducts training for resource parents.
- Interprets and conveys Society's policies, procedures, Ministry standards, regulations, as well as best practice during training.
- Maintains a "catalogue" of resource materials
- Utilizes a wide range of strategies/methods in conducting training workshops for resource parents

**General/Administrative:**

- Participates as an active member of the team, attending and providing input at team meetings.
- Provides back up coverage as required
- Works in a safe manner in accordance with the Agency's health and safety policies and procedures and all relevant legislation.
- Carries out other duties as assigned.
- Complete required administrative forms, daily time sheets, mileage, log sheets and attend at staff meetings, team meetings and regular supervision meetings.
- Maintains financial records regarding resource materials, refreshments, speakers, and other expenditures related to training.
- Maintain records and collect statistical data in a timely fashion, for the purposes of producing reports that demonstrate accountability for equitable outcomes.

**REQUIRED KNOWLEDGE:**

- Knowledge of York Region Children's Aid Society, its mandate, core values, etc.
- Thorough knowledge of child welfare legislation, services, mandate, etc.
- Experience and knowledge of diversity, equity, and inclusion issues in a child welfare setting
- Knowledge of the Truth and Reconciliation Call to Action, the OACAS Indigenous Reconciliation Framework
- Knowledge of the One Vision Once Voice Practice Framework Race Equity practices
- Public relations skills to represent the Society effectively to develop, promote, place, and distribute recruitment material and to initiate interest among a variety of groups
- Excellent time management skills.
- Excellent writing skills with the ability to communicate effective and clearly.
- Solid understanding of the principles of anti-oppressive practices, anti-racism, equity practice based on justice, fairness, respect of the beliefs and traditions of others as it relates to child welfare.
- Solid interpersonal skills.

- Ability to manage competing demands and meet strict deadlines
- Flexible, adaptable, and responsive to change.
- Ability to deal with highly sensitive and personal information in a confidential manner.
- Solid ability to analyze information, problem-solve and make good decisions.
- Valid Ontario Driver's license and acceptable driver's abstract

### **Education and Experience**

- Qualified candidates will possess a Bachelor of Social Work Degree / Master of Social Work or BSW equivalency of
  - Master's Degree in a Human Services related field, and a minimum of three years relevant experience working with children and families OR
  - Bachelor's Degree in a Human Services related field, and a minimum of three years relevant experience working with children and families OR
  - CYW and a minimum of three years' experience working with children and families.
- Experience in the areas of public speaking, presentations.
- Experience in working with the media in advertising and preparing promotional materials an asset.
- Experience as a resource parent and/or in working with resource parents.

### **WORK PREREQUISITES AND SKILLS**

- A good working knowledge of the Child, Youth and Family Services Act, regulations pertaining to resource homes, and other pertinent legislation, Ministry standards and guidelines, Agency policies, directives, and procedures
- The understanding and knowledge of the practice of social work in a child welfare setting, especially resource homes
- Knowledge of the diverse, equity-seeking communities in York Region
- Highly creative, energetic, resourceful and results oriented self-starter capable of working effectively both as a team member as well as independently.
- Excellent presentation, interpersonal, verbal, and written communication skills, including public speaking.
- Superior organizational, analytic, conceptual, planning and leadership skills.
- Knowledge of child development.
- Strong assessment and problem-solving skills.
- Excellent interpersonal skills and a demonstrated ability to build and sustain effective working relationships with both resource parents and Agency staff.
- Have successfully completed both SAFE and PRIDE pre-service training and be able to demonstrate solid understanding of these programs as they relate to the recruitment and application tasks.
- Specific knowledge and understanding of the resource home approval process and practices.
- Strong written communication skills to document information in a clear, concise, and accurate manner.
- Mediation, negotiation, and facilitation skills
- Proven organizational and time management skills with the ability to deal with multiple priorities in a fast-paced, challenging environment that often involves tight deadlines and time sensitive



work

**ASSETS:**

- Ability to speak a second language
- High proficiency in the French language

**PAY GRADE:** 7 (\$66,923.64- \$87,183.64)

**HOURS OF WORK** 33.75 hours per week

Candidates who meet the qualifications are welcome to apply and should do so in writing to [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org) no later than 11:59PM January 19, 2023. **Please quote job posting #2023-01 PFT Resource Home Development Worker.**

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Employment at York Region Children’s Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, a class “G” driver’s license with daily access to an insured vehicle, and proof of COVID-19 vaccination (2 doses required), as per YRCAS’ Mandatory COVID-19 policy.

York Region Children’s Aid Society works in a hybrid virtual and on-site working environment.

**Anti-Oppression/Anti-Racism at York Region Children’s Aid Society**

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

**Diversity, Equity & Inclusion**

York Region Children’s Aid Society is committed to employment equity, diversity and inclusion in the workplace, and fostering equity, diversity and inclusion in recruitment practices is a key aspect of the search process. The current posting is in search of candidates who identified from the following equity seeking groups; women, racialized persons/persons of colour, Indigenous Peoples, persons with disabilities, and persons of the 2SLGBTQ+ community. If you are of the aforementioned identities, and feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

**Vaccination Policy**

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health

Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide York Region Children's Aid Society with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. As described above, the requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the Code, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to York Region Children's Aid Society accommodation process.

#### **Accommodation at YRCAS**

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 that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview.

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.

Children at the heart of all that we do!

