CHILD IN CARE WORKER
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Department</th>
<th>Alternative Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Supervisor</td>
<td>Child in Care Supervisor</td>
</tr>
<tr>
<td>Location</td>
<td>Sudbury or Manitoulin Island</td>
</tr>
<tr>
<td>Salary Range</td>
<td>In accordance with Salary Scale</td>
</tr>
</tbody>
</table>

OVERVIEW:

Under the direction of the Child in Care Supervisor, the Child in Care Worker is responsible for providing the protection of children by performing duties of Child Care, in accordance with provisions of the Child and Family Services Act, First Nation Standards, Ministry Regulations, Standards and Policy Directives.

DUTIES:

Child in Care Responsibilities:

1. Conducting an assessment of physical, mental, emotional, spiritual and social needs of each child in the Agency’s care for whom the worker is responsible, and establishing a trust relationship in order to support and facilitate the child’s growth and development while in care.
2. Developing and implementing appropriate short and long term plans of care for the child based on the results of the holistic needs assessment.
3. Completing the Action and Assessment Record (AAR) prior to the child having been in the Agency’s care for one year.
4. Involving the child, the family and the First Nation service collaterals in the development of the child’s plan of care.
5. Involving alternative care parents, placement resource staff, and other professional support service providers as appropriate in the development of the child’s plan of care.
6. Conducting an ongoing assessment of the child’s needs while in care and revising the plan of care for the child as required.
7. Providing counselling to the child and initiating and coordinating support linkages for the child with internal and external resources including schools, cultural supports and community based supports.
8. Acting as a support to the child during the conducting of any child protection investigation.
9. Coordinating service requirements and advocating on behalf of the child to ensure the receipt of appropriate and timely services; leading and participating in consultations and case conferences with service providers to discuss plans and service needs of the child.
10. Facilitating ongoing contact with the child and his/her natural family to ensure that the child’s ties to the family are maintained and strengthened while the child is in care.
11. Providing counselling and support to the child and the family during access visits.
12. Providing support to the child and intervening on his/her behalf in crisis situations; facilitating the resolution of the crisis and developing plans in consultation with the child and service providers to reduce the likelihood of the crisis being repeated.
13. Prepares child for independence by ensuring life skills are learned through appropriate placement and support of placement.
14. Appearing as a witness in Child Welfare, Criminal and Youth Justice Courts to give evidence and to act as a support and advocate for the child.
15. Liaising with the foster care team in placement or replacement decisions in order to ensure effective consideration of the child’s specific needs.
16. Ensure the Child in Care Supervisor is consulted and updated at appropriate points as required.
17. Preparing and ensuring accurate, thorough and timely recording of case information including case notes, recordings, reports and correspondence as required by the Agency policies, Ministry standards and directives, First Nation reporting and service collaboration and the *Child and Family Services Act*.
18. Compiling and completing case file documents for return of the child home, transfer of the child, or in preparation for an alternate placement.
19. Providing information and advisory services to clients and members of the community regarding the provisions and requirements of the *Child and Family Services Act*.

**Support Prevention and Family Service Responsibilities:**

1. Acting as a resource to the First Nation Family Supports (Prevention) and Family Service Worker in the performance of their duties and responsibilities, e.g., responding, assessing, planning, implementing, evaluating, documenting.
2. Participating in the Family Service Worker’s activities as a resource person recommending, assisting, and acting as required or requested.
3. Personally and professionally becoming familiar with assigned Councils and communities by regular, frequent visits and direct involvement with First Nation community based prevention teams.
4. Coordinating and/or participating in the provision of an immediate response to individuals, families and/or communities experiencing a crisis, e.g. death of a parent, etc.

**QUALIFICATIONS:**

1. A minimum two-year Diploma within the Human Services field is required, a Bachelor of Social Work degree is preferred.
2. Minimum two years experience with Anishinabek children, youth, individuals and families.
particularly in relation to the delivery of Children in Care, Foster Care Services and Treatment Foster Care Services.


5. Expert knowledge of Children in Care Ministry Standards, Policy Directives, Case Management and Supervision requirements.

6. Expert knowledge of Customary Care and the philosophy of service development and delivery; the communities and family structure, as well as local First Nation customs and traditions.


8. Working knowledge of the administrative structure and operations of the Agency including the service delivery model, policies, procedures and guidelines.

9. Knowledge of the structure and operations including the local First Nations, external services and service agencies in the area.

10. Demonstrated ability to prepare comprehensive narrative and statistical reports regarding Child in Care service delivery and procedures.

11. Demonstrated ability to influence and facilitate community group decision-making processes through knowledge, ideas, and service delivery experience.

12. Ability to establish and maintain purposeful relationships with Alternative Care providers, clients, subordinates, colleagues, other relevant organizations and management.

13. Strong commitment to helping Anishinabe children and their families by providing services in ways that respect Anishinabe cultural and spiritual practices.

14. Commitment to providing service in the Anishinabe context of extended family and community involvement.

15. Excellent planning and organization, problem-solving, decision-making, interpersonal, and leadership skills.

16. Working knowledge of group dynamics, consultation and conflict resolution techniques.

17. Sound knowledge of human behaviour theories and ability to apply in assessment and planning.

18. Ability to maintain confidentiality.

19. Ability to take direction and to work within the policies, procedures, and guidelines, mission, philosophy, and core values of the Agency.

20. Superior oral and written communication skills.

21. Ability to flex daily work hours as determined by the Child in Care Supervisor.

22. Must possess a valid Ontario’s Driver’s Licence and be willing to travel.

23. Must be willing to authorize a Vulnerable Sector Check and Driver’s Abstract.

24. Ability to speak Anishinabemowin is preferred and a definite asset.
CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

______________________________
Employee Signature

______________________________
Supervisor’s Title

______________________________
Printed Name                        Date

______________________________
Supervisor’s Signature            Date

I certify that I have read, understand, and agree to the responsibilities assigned to the position.

I certify that this job description is an accurate description of the responsibilities assigned to the position.

______________________________
Department Manager                    Date

I approve the delegation of responsibilities outlined herein within the context of the attached Organizational structure.