


**AFTER HOURS WORKER
JOB DESCRIPTION**

	Department	Protection
	Immediate Supervisor	Intake Supervisor
	Location	Manitoulin or Sudbury
	Salary Range	In accordance After Hours Rates

OVERVIEW:

The After Hours Worker will provide emergency response for Child & Family and Foster Care Services during weeknights, weekends, and holidays outside the agency’s regular office hours.

GENERAL DESCRIPTION:

1. The purpose of the position is to fulfil the intake and crisis response functions of the Child and Family Service and Foster Care Programs.
2. As an employee of Kina Gbezhgomi Child and Family Services, will promote and support all agency programs and services.
3. Due to the sensitive nature of the agency business and client information, confidentiality must be maintained at all times.
4. Must possess knowledge, respect, and sensitivity of the Anishinabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well being. The ability to speak the Anishinabe Language is a definite asset.

QUALIFICATIONS:

- Must possess a Bachelor’s Degree from an accredited university in Social Services or related degree deemed appropriate, with at least two years of direct service to children, adolescents and families.
- Experience in the front-line service delivery of Native Child and Family Services;
- Ability to interpret and apply a wide range of Social Work practices and principles and Native based methods designed to help families achieve a healthier lifestyle;
- Ability to provide consultative support to First Nation families that have opened their homes to children in need of protection;
- Ability to read, understand and apply the agency’s Foster Care Program: policy and procedures manual;
- Excellent communication skills. Written skills for the completion of documents, reports and case notes. Oral skills for communication on a one-to-one basis with clients;
- Knowledge of the Child and Family Services Act is an asset;

- Kina Gbezhgomi Child and Family Services recognizes that a First Nation community member may possess the necessary skills and with on-going training and educational planning may fulfil the requirements of the position;
- Must be able to work flexible hours, possess own vehicle, valid driver's license, proof of vehicle insurance and travel as required; and,
- Must be willing to authorize a "Criminal Record Search" and sign a "Declaration Oath of Confidentiality."

DUTIES AND RESPONSIBILITIES:

1. Receive and screen all incoming calls within the one hour of the initial response time and determine the eligibility, appropriateness and disposition of such referrals as required;
2. In conjunction with the Children's Aid Society respond to matters requiring support / advocacy and counselling services in order to assist and intervene with families in crisis situations where children are at immediate risk.
3. To address immediate safety needs of children and complete the initial stages of a child protection investigation if directed to by the After Hours Supervisor.
4. To determine when children require admission to care and, when necessary, apprehend children in order to ensure their immediate safety.
5. To consult with the First Nation or designated Band Representative on child protection issues in a timely manner to share information and ensure joint planning for the child.
6. To complete clear, concise, and timely reports and assessments for the purpose of developing and maintaining on-going case management plans which are to be transferred accordingly onto the Penlieu Information Management System.
7. In conjunction with the Children's Aid Society placement workers, to assess the needs of children in care and cooperatively agree to a temporary/emergency placement when required to ensure the immediate need(s) of the children are met;
8. To ensure compliance with the requirements of the agency's Foster Care Policies and Procedures Manual, Family Services Policy Manual, Child in Care Policy Manual and After Hours Policy Manual;
9. To provide After Hours support to the agency's foster parents and families;
10. Relate positively, collaborate effectively and prepare clientele for involvement with external agencies and services;
11. To participate constructively as a team member in staff meetings, seminars and training sessions as required by the Intake/After Hours Supervisor;
12. To write clear, concise, factual, case management notes and reports within prescribed deadlines;
13. To keep informed of Chief and Council directives, Provincial legislation, agency policies and procedures;
14. To ensure the on-going and timely completion of afterhours activity reports and mileage claims;
15. Provide transportation of children and / or families when required;

- 16. Act as translator for families when appropriate or deemed necessary; and,
- 17. May be required to fulfil regular daytime Family Services Workers & Intake Worker duties when required by the Intake/After Hours Supervisor and/or Manager of Resource Services;
- 18. To perform other duties as assigned.

Work Environment

The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, will occur within the workplace.

Positions in the field of Anishinabek Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.

Employees can expect there will be times they will encounter inclement weather conditions during the course of driving.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Employee Signature</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Printed Name Date</p> <p>I certify that I have read, understand, and agree to the responsibilities assigned to the position.</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Supervisor's Title</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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Department Manager

Date

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