


## Case Conference Coordinator JOB DESCRIPTION

	Immediate Supervisor	Service Supervisor
	Location	Manitoulin Island and/or Sudbury
	Salary Range	In accordance with Salary Scale

### OVERVIEW:

Reporting to the Service Supervisor, the Case Conference Coordinator (CCC) provides progressive support to Kina Gbezhgomi Child and Family Services (KGCFs) in all aspects of case conferencing. The CCC coordinates schedules and facilitates family circles with families, children and other participants in the community in accordance with provisions of the Child and Family Services Act, Ministry Regulations, Policy Directives and First Nation Standards.

### GENERAL DESCRIPTION:

The CCC is required to lead circles, communicate and process information to families and work to identify a plan or agreement that addresses and provides closure to the concerns identified. The CCC ensures that the process of case planning and decision making is collaborative, structured and promotes best possible outcomes for children. Case conferences are coordinated in accordance with First Nation Standards and in keeping with the mission, vision and values of Kina Gbezhgomi Child and Family Services. The Case Conference Coordinator is required to provide education, awareness and evaluates effectiveness of the case conferencing process. This position may require extensive travel throughout Manitoulin and Sudbury.

### DUTIES AND RESPONSIBILITIES:

1. Prepares and facilitates a broad range of Case Conference meetings including but not limited to complex Family Centered Case Conferences, Family Circles, and family finding meetings, while maintaining impartiality from the case management and decision making of individual cases within the agency;
2. Organizes the Family Circle/ Case Conference including briefing of all participants about the process and provides particulars required throughout the process;
3. Prepares and communicates with participants to ensure all imperative details and documentation required are obtained and distributed prior to each case conference and follow up with any items as required;
4. Facilitates the circle/case conference including drafting of final agreements arising from the family circle/case conference and provides them to all participants, Band Representatives, and KGCFs authorized workers assigned to the family/child;
5. Maintains cultural approaches as the primary methodology of conferencing;

6. Collaborates with Child Well Being Workers, Customary Care Coordinators and Foster Care Resource Workers;
7. Educates staff and community members about Case Conferencing and widening family participation;
8. Acts as a liaison with Elders, Service Providers and First Nation Communities as required;
9. Promotes the philosophy of case conferencing, which includes, safety, building on family strengths, inclusiveness, permanency for children, cultural holistic approaches, family preservation & reunification, family and community collaborative decision-making;
10. Maintains an accurate record of contact information of guardians, parents, family members, Elders, counsellors, legal services, consultants, community service providers and other resource contacts;
11. Facilitates the case conferencing process for selected complex or highly contentious situations, including;
  - Accepts referrals from staff
  - Ensures date and venue of conference is arranged
  - Reviews referral information (when applicable) to ensure completeness and clarity.
  - Prepares participants (as applicable) to explain the conferencing agenda and cultural etiquette and to ensure safety, as well as expected outcomes
  - Facilitates the different conferences such as Family Centered Conferences and Family Circles.
  - Completes the Conference Plan, distributing it to participants and entering it in the Frontline system
  - Participates in the ongoing development and implementation of policy, procedures and best practices related to Conferencing.
  - Participates in developing processes to maintain and sustain the service and to streamline systems for optimum service delivery of the program
  - Provides ongoing education and training about Conferencing to staff, caregivers, community service providers and other community members as needed
12. Prepares and maintains regular reports, analyses and statistics as required;
13. Participates in regular evaluation of Conferencing and maintains a record of this evaluation;
14. Participates with community and/or provincial working groups related to Conferencing, as may be appropriate;
15. Participates in the development of Conferencing guidelines that will encompass services that supports active and meaningful family participation;
16. Participates in the development of an overall service plan for the program and in accordance with KGCFS' strategic plan;
17. Performs other duties as may be assigned from time to time by the Service Supervisor.

## **QUALIFICATIONS:**

- 1) Must possess a Bachelor's Degree for an accredited university in a discipline deemed appropriate for the position. A BSW is preferred;
- 2) At least 3 years of experience in the delivery of direct, frontline, social services programming to children, adolescents and families. Native Child and Family Services experience is preferred;
- 3) Ability to interpret and apply a wide range of Social Work practices and principles and Aboriginal based methods designed to help families achieve a healthier lifestyle;
- 4) Ability to understand and apply the agency's policy and procedures manuals;
- 5) Knowledge of the Child and Family Services Act;
- 6) Knowledge of event or meeting planning principles and practices;
- 7) Superior interpersonal, communication, presentation and written skills;
- 8) Ability to analyze problems, develop a path toward problem solving, and manage the process to completion;
- 9) Strong multi-tasking skills with a comfort in maintaining multiple, often conflicting, priorities;
- 10) Effective planning and organization skills;
- 11) Ability to work autonomously with initiative;
- 12) Must have knowledge of First Nation Culture and the ability to speak the Anishinabe language would be considered a valuable asset;
- 13) Leads with tact and professionalism;
- 14) Proficiency in Microsoft Office Suite and experience
- 15) Must be able to work flexible hours, possess own vehicle, valid driver's license, proof of vehicle insurance and travel as required; and
- 16) Must be willing to provide a "Criminal Record Check along with Vulnerable Sector Screening", "Driver's Abstract", and sign a "Declaration Oath of Confidentiality."
- 17) Ability to speak Anishinabemowin is preferred and a definite asset.

### **Work Environment**

- \* Given the traditional practices of the Anishinabek, from time to time there can be exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.
- \* Positions in the field of Anishinabe 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.
- \* The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving.

### **Physical Demands**

- \* While performing the duties of this job, the "Position" will typically be in an indoor setting, the delivery of activities or performance of duties will take place off-site.
- \* The employee can expect to work a flex schedule that may require work overtime when required or during emergency situations.

**CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT**

<p align="center">_____ Employee Signature</p> <p align="center">_____ Print Name                      Date</p> <p>I certify that I have read, understand, and agree to the responsibilities assigned to the position.</p>	<p align="center">_____ Supervisor's Title</p> <p align="center">_____ Supervisor's Signature              Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p align="center">_____ Department Manager    Date</p>	