


CUSTOMARY CARE COORDINATOR JOB DESCRIPTION		
	Department	Alternative Care
	Immediate Supervisor	Manager of Alternative Care and Planning
	Location	Manitou Island
	Salary Range	Grid

OBJECTIVES:

The Customary Care Coordinator is responsible for the education and awareness of the Customary Care service model and program to the seven First Nations and their membership. This position will be responsible to coordinate Customary Care Agreements among the UCCMM affiliated First Nations and Wikwemikong Unceded Indian Reserve within the agency's jurisdiction and outside of the agency's jurisdiction.

DUTIES and RESPONSIBILITIES:

1. **Community Liaison** with UCCMM affiliated First Nations, Wikwemikong Unceded Indian Reserve and First Nation Service Providers.
 - Establish and maintain a collaborative relationship.
 - Review and make recommendations for policy changes as it relates to the Customary Care Service to improve service effectiveness in relation to community needs.
 - Conduct presentations of the service model, referral and coordination process.
 - Collaborate with elders, community leadership and other community members about community values and customs in relation to the delivery of the Customary Care program.
 - Provide support and assistance to community teams/committees and First Nation Band Representatives/Child Advocates with respect to arrangements for completion of Customary Care Agreement (s) and repatriation support.

2. **Program Support /Development**
 - Analyse and document service needs and resource requirements in consultation with community teams/committee and membership.
 - Produce and compile program resources and supportive documents to build understanding of the Customary Care program.
 - Provide quarterly reports to the Manager of Alternative Care and Planning.

3. **Program Supervision**
 - Ensure coordination of services both on and off reserve.
 - Participate in court proceedings to give evidence as required that may include educating the legal system on customary care and the model used by Kina Gbezhgomi Child and Family Services.
 - Ensure community values and customs are reflected in program delivery.

4. Administration

- Participate in the preparation, monitoring and reviewing of fiscal and budgetary allocation.
- Examine and evaluate program needs and provide written reports with recommendations for service changes and ongoing fiscal reporting to the Manager of Alternative Care and Planning.
- Ensures adequate maintenance of Customary Care files according to the Customary Care policy.
- Plans, develops, administers and participates in special projects as assigned by the Manager of Alternative Care and Planning.

QUALIFICATIONS:

- 1.) Bachelor of Social Work Degree or Social Services Diploma, (Native Child and Family Worker Diploma may be considered) with at least five (5) years direct experience in child welfare field, working in direct service with First Nations Families.
- 2.) Kina Gbezhgomi Child and Family Services respects and recognizes that a First Nation community member may possess the necessary skills with on-going training and educational planning may fulfil the requirements of the position;
- 3.) Proven knowledge of First Nations community standards, the Child and Family Services Act and other relevant provincial or federal legislation / standards and guidelines;
- 4.) Knowledge and ability to interpret and apply a wide range of social work practices / principles and native-based methods is essential; particularly with respect to protection and placements of children at risk and understanding the principles and goals for families in crisis;
- 5.) Proven knowledge of theories of human behaviours (family systems) and ability to apply social work theories in assessments, planning, action, measure and monitor to ensure competence and excellence of services provided;
- 6.) Thorough knowledge of the operation, management and evaluation of child welfare Foster Care standards and programs;
- 7.) Must possess strong research, analytical and methodological skills including evaluation expertise as it relates to program management;
- 8.) Be highly disciplined and organized in time management skills; thereby able to produce and successfully achieve assigned duties and tasks within prescribed deadlines;
- 9.) Excellent communication, organizational and problem-solving skills. Oral skills for communication including public speaking skills to deliver community presentations and written skills for completion of policy and procedures, documents, reports, articles and correspondence and applicable service delivery requirements;
- 10.) Knowledge, respect and practice of the Anishinaabe culture including fluency in the Anishinaabe Language preferred;
- 11.) Demonstrates to be a positive community role model and has established an individual healthy lifestyle;

- 12.) Essential knowledge and ability to operate a variety of computer programs for purposes of electronic recording, filing and documentation, i.e. – Microsoft Word, Internet, E-mail, familiarity of computerized case management systems (i.e. – Pen Lieu), etc.

KNOWLEDGE AND EXPERIENCE/SKILLS

- Thorough knowledge of the Child & Family Services Act, regulations and standards, provincial court child protection applications, especially in the interpretation of Part X – the provision of Customary Care by the First Nations.
- Knowledge of the Kina Gbezhgomi Child & Family Services delivery model, policies and procedures.
- Possess a total of five (5) years direct frontline experience within the child welfare field.
- Should possess skills in communication, group sessions, information sharing, problem-solving and conflict resolution.
- Ability to establish and maintain purposeful relationships with clients, subordinates, colleagues and other relevant organizations.
- Possess knowledge, respect and sensitivity to Anishinaabe Culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being.
- Ability to speak or willingness to learn Anishinaabemowin.
- Commitment to providing services in ways that respect Anishinaabe cultural and spiritual practices.

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.

Physical Demands

- * While performing the duties of this job, the “Position” will typically be in an office setting, the delivery of activities likely will be 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>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name Date</p> <p>I certify that I have read, understand, and agree to the responsibilities assigned to the position.</p>	<p>_____</p> <p>Supervisor’s Title</p> <p>_____</p> <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>
<p>_____</p> <p>Department Director Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached Organizational structure.</p>	

