

CHILD WELL-BEING WORKER JOB DESCRIPTION



Immediate Supervisor	Service Supervisor
Location	Sudbury or Manitoulin Island
Grid Placement	SW2

OVERVIEW:

Under the direction of the Service Supervisor, the mandated Worker is responsible for providing the protection of children by performing duties as outlined in the responsibilities set out below, in accordance with provisions of the *Child and Family Services Act*, First Nation Standards, Ministry Regulations, Standards and Policy Directives.

GENERAL DESCRIPTION:

The Child Well Being Worker will be responsible for Agency mandated activities as assigned. As per the duties outlined, the Child Well Being Worker may be assigned to perform work within any of the categories as listed Phone Screener, After Hours, Intake, Family Services, and Child in Care.

As an employee of Kina Gbezhgomi Child and Family Services, will promote and support all agency programs and services.

Due to the sensitive nature of the Agency business and client information, confidentiality must be maintained at all times.

Must possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being.

The ability to speak the Anishinaabe language is a definite asset.

Qualifications:

Must possess an accredited college diploma in a related field of study.

Preference is a Bachelor of Social Work Honors Degree or one in a related field of study.

At least two (2) years of work experience in the delivery of direct, frontline, social service programming targeting children, youth and families, preferably within an Anishinaabe community/organization is preferred.

Your active participation in the Anishinaabe community especially with building knowledge of the teachings from the medicine wheel will be of significant consideration.

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 read, understand and apply the agency's policy and procedures manuals.

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.

Must be able to work flexible hours, possess own vehicle, valid driver's license, proof of vehicle insurance and travel as required.

Must be willing to provide a "Criminal Record Search with Vulnerable Sector Screening", "Driver's Abstract", and sign a "Declaration Oath of Confidentiality."

DUTIES AND RESPONSIBILITIES:

All Functions: (Phone Screener, After Hours, Intake, Family Services, and Child-In-Care)

1. Receive designation as an authorized child protection worker.
2. Work collaboratively with First Nations' service partners and service collaterals, ex. schools, foster parents, medical professionals and police on child needs and issues.
3. Respond to inquiries from the public, individuals in receipt of services, alternate caregivers, and community professionals.
4. Provide information about the role and mandate of the agency, various service functions and other community resources.
5. Liaise with other community professionals on behalf of individuals in receipt of services.
6. Review all relevant files, including cross-reference files.
7. Consult with the First Nation or designated Band Representative as outlined in agency policy and the *Child and Family Services Act*.
8. Prepares court affidavits and consults with agency legal counsel when necessary, prepares and presents evidence, attends court and/or appears as a witness in agency protection applications if required.
9. Respond in matters requiring advocacy, support and counselling services in order to assist and intervene with families in crisis situations when children require immediate attention.
10. Work collaboratively with all agency staff, biological and foster parents, extended family and the member First Nations.
11. Abide by the requirements of all policy and procedural manuals.
12. Participates in regular and consistent clinical supervision with his/her supervisor on all case related matters.
13. Participate constructively as a team member in staff meetings, seminars and training sessions required by the Service Supervisor.
14. Relate positively and collaborate effectively with the personnel of other agencies and community resources.
15. Complete all case documentation within specific timeframes according to agency policies, Ontario Child Protection Standards and the Ontario Child Protection Tools Manual and enters required data into agency database.
16. Attend and participate in regularly scheduled case conferences to ensure case management standards are met and appropriate decisions are made if required.
17. Participate in staff meetings, training programs, workshops and conferences as required.

18. Keep informed of Chief and Council directives, provincial legislation, agency policies, procedures and protocols.
19. Ensure the ongoing completion and submission of monthly statistical reports and mileage claims.
20. Perform other duties as assigned by the Service Supervisor.
21. Write clear, concise, factual, case management notes and reports within prescribed deadlines.

Phones Screener Responsibilities:

1. Receive incoming referrals for allegations of a child in need of protection from community members, collateral agencies, professionals and anonymous callers.
2. Receive and screen incoming calls transferred by the Receptionist.
3. Process incoming referrals and determine the eligibility and disposition of such referrals in consultation with the Service Supervisor and when appropriate, develop investigation plans.
4. Informs families about agency and community support services that may benefit them in achieving their goals and assist them with the referral process, including a community link service.
5. Receive, document and investigate referrals regarding concerns about child maltreatment.
 - Gather detailed information from the referral source.
 - Conduct internal and provincial records checks and review family history, including cross-reference files.
 - Code information using Ministry guidelines.
 - Determine disposition and response time.
 - Receive referrals and conduct investigations in keeping with Ministry standards, agency policies, and relevant community and Band protocols.
6. Maintain a caseload of community link files.
7. Receive, document, and maintain file disclosure requests.
8. Prepare summary reports, ensuring that all privileged and/or confidential material is omitted.
9. Coordinate the release of file disclosure as per the Interagency protocol as required.
10. Perform other related duties as required.
11. Prepares case documentation for case transfer to ongoing family services or to close the case.

After Hours 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. 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.
3. To determine when children require admission to care and, when necessary, apprehend children in order to ensure their immediate safety.
4. To assess the needs of children in care and ensure a temporary/emergency placement when required to ensure the immediate need(s) of the children are met;
5. To provide After Hours support to the agency's foster parents and families;
6. Relate positively, collaborate effectively and prepare clientele for involvement with external agencies and services;
7. To ensure the on-going and timely completion of afterhours activity reports and mileage claims;
8. Provide transportation of children and / or families when required;
9. May be required to fulfil regular daytime Child Well-Being Worker duties when required by the Services Supervisor and/or Services; and,

10. To perform other duties as assigned.

Intake Responsibilities:

1. Receive incoming referrals for allegations of a child in need of protection from community members, collateral agencies, professionals and anonymous callers.
2. Receive and screen incoming calls transferred by the Receptionist.
3. Process incoming referrals and determine the eligibility and disposition of such referrals in consultation with the Intake/After Hours Supervisor and when appropriate, develop investigation plans.
4. Informs families about agency and community support services that may benefit them in achieving their goals and assist them with the referral process, including a community link service.
5. Conduct child protection investigations in compliance with agency policy, Ontario Child Protection Standards and member First Nations' community models including assessment of immediate safety needs of the children, developing safety plans, risk assessment, interviewing collaterals and making a decision on verification of the child protection allegation.
6. Determine when children require admission to the Agency's care to ensure their immediate safety and assist in coordination of Customary Care Agreements.
7. Prepare case documentation for case transfer to ongoing family services or to close the case.
8. Respond in matters requiring advocacy, support and counselling services in order to assist and intervene with families in crisis situations when children require immediate attention.
9. Work collaboratively with all agency staff, biological and foster parents, extended family and the member First Nation during the investigative process and admissions to care of any children.
10. Attend and participate in regularly scheduled case conferences to ensure case management standards are met and appropriate decisions are made.
11. Perform other duties as assigned by the Service Supervisor.

Family Service Responsibilities:

1. Ensures ongoing management of cases in accordance with agency policy, First Nation standards and Ministry Child Protection Standards.
 - a) Conduct child protection investigations including assessing immediate safety needs of children, developing safety plans and making verification decisions in collaboration with member First Nations and Agency Supervisor;
 - b) Determine when children require admission to the Agency's care to ensure their immediate safety and assist in coordination of Customary Care Agreements;
 - c) Develop and maintain effective and therapeutic casework relationships with clients with the objective of reducing risk of harm to children;
 - d) Develop a family based service plan to reduce risk to children and address identified child protection concerns based on mandatory assessments contained in the Ontario Child Protection Tools Manual;
 - e) Provide emergency services to the family within the scope of agency policies;
 - f) Monitor and evaluate progress with the family towards establishing goals;
 - g) Assess and make decisions related to family reunification plans for a child in care and implement such plans where appropriate;
 - h) Coordinate services and responsibilities of other service providers working with the family;
 - i) Provide consultation to other service providers as requested;
 - j) Advise clients of availability of further services; and,

- k) Makes referrals to other agencies as appropriate with the objective of reducing risk of harm to children.
2. Utilize strategies and community based family centered conferencing to work on a voluntary basis with families with court being utilized as a last resort.
3. Prepare documents for court when required by:
 - a) Ensuring accuracy, completion and proper filing of documents; and,
 - b) Ensuring legislative requirements and timelines for serving notice are met.
4. Prepare clients for court by:
 - a) Explain expected purpose, intention and possible outcome of each court appearance;
 - b) Ensure client is aware of the right to access legal counsel; and,
 - c) Explain the court process to the child(ren) required to attend court.
5. Prepare and present evidence for Family Court when required.
6. Provide service to each child admitted to the care of the Agency:
 - a) Explain to the child why they are in care and involves the child in ongoing planning wherever possible;
 - b) Complete admission to care documentation and child background information forms for placement purposes;
 - c) Respond to a child's holistic needs and recognizes the child's need for the support of extended family and First Nation community;
 - d) Maintain the involvement of the natural parent and extended family where possible;
 - e) Supervise access visits between children in care and parents / caregivers as required;
 - f) Ensure natural parents receive assistance in addressing family healing so a child can be returned home whenever possible;
 - g) Complete a comprehensive family social history and genogram with the family and First Nation for the child; and,
 - h) Participate in the development of a concurrent permanency plan for a child in care with all parties including the worker responsible for the child, the family and First Nation service partners.
7. Assist in preparing the child in care for independence by:
 - a) Ensuring life skills are learned through appropriate placement and support of placement; and,
 - b) Maintain current and comprehensive social history of the family on the case file and provide relevant information to child.
8. Provide After-Hours Services frontline coverage as required.
9. Performs other related duties assigned by the Service Supervisor.

Child in Care Responsibilities:

1. Conduct 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. Develop and implement appropriate short and long term plans of care for the child based on the results of the holistic needs assessment.
3. Complete the Action and Assessment Record (AAR) prior to the child having been in the Agency's care for one year.
4. Involve the child, the family and the First Nation service collaterals in the development of the child's plan of care.
5. Involve 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. Conduct an ongoing assessment of the child's needs while in care and revising the plan of care for the child as required.
7. Provide 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. Act as a support to the child during the conducting of any child protection investigation.
9. Coordinate service requirements and advocate on behalf of the child to ensure the receipt of appropriate and timely services; lead and participate in consultations and case conferences with service providers to discuss plans and service needs of the child.
10. Facilitate 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. Provide counselling and support to the child and the family during access visits.
12. Provide 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. Prepare child for independence by ensuring life skills are learned through appropriate placement and support of placement.
14. Appear 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. Liaise 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 Service Supervisor is consulted and updated at appropriate points as required.
17. Compile and complete case file documents for return of the child home, transfer of the child, or in preparation for an alternate placement.
18. Provide information and advisory services to clients and members of the community regarding the provisions and requirements of the *Child and Family Services Act*.

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.

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CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

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

Employee's Signature	Print Name	Date (dd/mm/yy)

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

Service Supervisor's Signature	Print Name	Date (dd/mm/yy)

I approve the delegation of duties and responsibilities outlined herein within the context of the organizational structure.

Service Manager's Signature	Print Name	Date (dd/mm/yy)