


## CUSTOMARY CARE COORDINATOR JOB DESCRIPTION

	<b>Department</b>	Non-Alternative Care
	<b>Immediate Supervisor</b>	Legal Supervisor/Counsel
	<b>Location</b>	Manitoulin Island / Sudbury
	<b>Salary Range</b>	In Accordance with the Salary Grid

**Kina Gbezhgomi Child and Family Services (KGCFS)** proclaims that we are an Anishinabek Agency servicing Anishinabek people to ensure services are delivered by honouring the Anishinabek way of life. KGCFS is derived from the overall cultural context of the Anishinaabe people. Other conventional child welfare services or approaches may be used and added to supplement the Anishinaabe cultural core of the agency. KGCFS believes that child welfare services outside the Anishinaabe cultural core are secondary to the primary Anishinaabe cultural core, and that child welfare services that are responsive to the cultural circumstances of the Anishinaabe client population take priority. KGCFS will be culturally grounded in its Anishinaabe foundation, beliefs and practices and will be culturally responsive in its delivery of service while striving to educate, retain and protect traditional Anishinaabe practices.

### OVERVIEW

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 & RESPONSIBILITIES

#### 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.

### **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.

### **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.

### **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.
- Ensure adequate maintenance of Customary Care files according to the Customary Care policy.
- Plan, develop, administer, and participate in special projects as assigned by the Manager of Alternative Care and Planning.
- Work collaboratively with all agency staff, biological parent(s) and caregiver(s), extended family and the member First Nations as required within your respective position of service.
- Create an anti-oppressive work environment while modeling respect, professionalism and act as a positive role model with integrity.
- Will complete a Historical Awareness / Self- Assessments and develop an Individual Wholistic Wellness Plan including a Competency Based Assessment Tools to develop a Cultural Training Plan and passport with intent to monitor wellness and enhance and measure cultural congruencies.
- Will actively participate in agency sponsored cultural training, staff development and educational opportunities, cultural activities, events and ceremonies with intent to enhance cultural congruencies.

## **QUALIFICATIONS**

### **Education**

- Bachelor of Social Work Degree or Social Services Related Diploma, at least five (5) years direct experience in child welfare field, working in direct service with First Nations Families.

## **Experience**

- Possess a total of five (5) years direct frontline experience within the child welfare field.
- 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;
- Experience in working within an Anishinaabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people.

## **Conditions of Employment**

- Provide a clear Police Records Check and/or Vulnerable Sector Screening Check (As determined by the police department).
- Possess a valid standard First Aid/CPR certificate or be willing to obtain one.
- Have a class 'G' Ontario Driver's License, an acceptable Drivers Abstract, access to a reliable vehicle and be able to travel. A requirement of \$1M Liability Insurance is required if you transport clients
- May be exposed to potentially hazardous environments this may include driving conditions and volatile situations.
- Willing to carry an agency cell phone, IT equipment, and drive agency vehicle as needed.
- Can sit/stand for extended period in front of computer.
- While performing the duties of this job, the position will typically be within an office setting both on and off site from assigned office location.
- Work a standard work week of 35 hours per week, however, the ability to work flexible hours may be required.

## **SKILLS, KNOWLEDGE, & ABILITIES**

- Proven knowledge of First Nations community standards, the Child, Youth and Family Services Act and other relevant provincial or federal legislation / standards and guidelines.
- 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.
- 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.
- Thorough knowledge of the operation, management and evaluation of child welfare Foster Care standards and programs.
- Must possess strong research, analytical and methodological skills including evaluation expertise as it relates to program management.
- Highly disciplined and organized in time management skills; thereby able to produce and successfully achieve assigned duties and tasks within prescribed deadlines.
- 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.

- Knowledge, respect, and practice of the Anishinaabe culture including fluency in the Anishinaabe Language preferred.
- Demonstrates to be a positive community role model and has established an individual healthy lifestyle.
- 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.
- Thorough knowledge of the Child, Youth & Family Services Act, regulations and standards, provincial court child protection applications, especially in the interpretation of Part IV, Sec.71 of the CYFSA– the provision of Customary Care by the First Nations.
- 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.
- Commitment to providing services in ways that respect Anishinaabe cultural and spiritual practices.
- An individual of Anishinaabe ancestry is preferred with genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs, and practices.
- The ability to speak the Anishinaabe language is a definite asset and/or willingness for continual learning. Preference will be given to applicants who can speak or write Ojibway, provided they have the skills, ability, and qualifications to do the job.

### **CULTURAL COMPONENTS**

- Possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping Anishinaabe families strengthen and achieve Mino Bimaadizowin (living the good life) through healthy level of well-being.
- Expert knowledge of Anishinaabe history and oppression including colonization, government interventions including federal and provincial laws, jurisdictions, policies and effects to Anishinabek.
- Strong commitment to helping Anishinaabe children and their families in ways that respect Anishinaabe cultural and spiritual healing practices.
- Proven expertise in ability to perform with cultural safety, cultural sensitivity and cultural humility with skill to encourage healing.
- Propose changes within Kina Gbezhgomi Child and Family Services that would improve the quality of service to Anishinabek children, families, and communities.
- Develop and maintain respectful cooperative working relationships that will contribute to the integrated, seamless delivery of services to Anishinabek children, families, and communities.

- Honour all children and youth who may be in transition equally and strive to provide the required supports for Lesbian, Gay, Bisexual, Transgender, Queer and 2-spirited individuals to achieve healthy self-esteem and life enrichment.

**WORK ENVIRONMENT**

- Given the traditional practices of the Anishinabek, (from time to time) you may be exposed to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar which may occur within the work setting.
- Positions in the field of Anishinaabe Child Protection can be both mentally and emotionally challenging. The nature of KGCFS 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**

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift up to 12 kg (25lbs) and operate related equipment.
- While performing the duties of this job, the “Position” will typically be in an indoor setting, the delivery of activities will most likely be held outdoors.

**NOTE:** This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

**ACKNOWLEDGMENT OF RECEIPT**

I certify that I have read, understand, and agree to the responsibilities assigned to the position. I further understand that other duties may be assigned, or my role modified as necessary to meet changing needs of the organization.		
Print Name	Employee’s Signature	Date (DD/MM/YYYY)

I certify that this job description is an accurate description of the responsibilities assigned to the position at present. Management reserves the right to amend roles or duties as required.		
<b>Denise Morrow</b>		
Print Executive Director Name	Executive Director Signature	Date (DD/MM/YYYY)