



<b>POSITION TITLE:</b>	ALTERNATIVE CARE WORKER – LICENSED HOMES
<b>DEPARTMENT:</b>	ALTERNATIVE CARE
<b>REPORTS TO:</b>	ALTERNATIVE CARE SUPERVISOR
<b>CLASSIFICATION:</b>	FULL-TIME PERMANENT
<b>LOCATION:</b>	WHITBY, ON
<b>POSTING DATE:</b>	NOVEMBER 8 <sup>TH</sup> , 2023
<b>CLOSING DATE:</b>	NOVEMBER 28 <sup>TH</sup> , 2023

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

### **PURPOSE OF THE POSITION**

Reporting to the Supervisor, the Alternative Care Worker – Licensed Homes is responsible for screening, assessing, supporting, and evaluating alternative care, customary care, and resources for children who have experienced trauma, abuse, neglect and / or are unable to live with their parents / caregivers.

This position will be assigned a specialization focusing on the Licensed Homes function of Alternative Care with support provided in the Trainer & Recruiter function.

### **RESPONSIBILITIES**

#### **Clinical:**

- Responds to telephone enquiries providing information about Dnaagdawenmag Binnoojiiyag Child & Family Services, the Alternative Care Program, Home Study Assessment process, and the challenges of Alternative Care, Customary Care and Adoption.
- Completes Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) on prospective applicants, including each member of their family, extended family, and/or boarders if applicable. The SAFE or IFDA involves an in-depth assessment in accordance with Dnaagdawenmag Binnoojiiyag Child & Family Services requirements.
- Assesses potential problems or barriers to the successful completion of the Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA), and makes recommendations and decisions based on this assessment.
- Respect the First Nation's internal process for Customary Care and ensure ongoing consultation with First Nations Designated Persons.



- Manages an assigned caseload according to Dnaagdawenmag Binnoojiiyag Child & Family services standards with specific attention to post placement interview feedback to respond to separation issues as well as providing and receiving constructive feedback.
- Assists the Alternative Care, Customary Care family in adapting to the changing treatment needs of the child to maximize the Alternative Care, Customary and Adoptive family's skills, and competencies to ensure a high quality of care.
- Liaise between the Alternative Care, Customary Care family and Dnaagdawenmag Binnoojiiyag Child & Family Services staff to facilitate communication and problem solve accordingly. Represents the views of Alternative Care, Customary Care and Adoptive parents when required.
- Responds to requests from Alternative Care, Customary Care parents for support within a 24-hour period, assist Alternative Care, Customary Care parents in identifying issues, engages them in constructive problem solving and provides emotional support.
- Advocate on behalf of Alternative Care, Customary Care parents for additional resources when required.
- Completes annual evaluations in collaboration with Alternative Care and Customary Care parents including an assessment of their competencies, skill development, strengths and weaknesses, goals, specific training needs and home safety.
- Manages performance concerns and recommends closure of Alternative Care and Customary Care homes when required.
- Recommends the reclassification of Alternative Care and Customary Care homes when appropriate.
- Supports Alternative Care, Customary Care families during investigations and complaints and implements disciplinary contracts /letters of understanding with respect to changes required in the Alternative Care, Customary Care home when necessary.
- Provides support to Alternative Care, Customary Care parents during serious occurrence investigations as per Dnaagdawenmag Binnoojiiyag Child & Family Services' policies and procedures manual.
- Participates in the resolution of service complaints/issues, incidents and serious occurrences and provides support to the Alternative Care and Customary Care parents in cases throughout the formal complaint and implements disciplinary letters of understanding with respect to changes required by Dnaagdawenmag Binnoojiiyag Child & Family Services personnel in the Alternative Care and Customary Care home, where necessary.
- Provides regular consultation about the availability of Alternative Care and Customary Care homes and their capacity to care for children and youth and their preferences.
- Participates as an active member of the Alternative Care, Customary Care team, attends, and provides input at team meetings, admission and planning conferences



and plans of care.

- Participates in team recruitment and training efforts.
- Assists Alternative Care and Customary Care homes in working through the Adoption process with children when required. This includes supporting the natural child/ren and assisting the family through the Adoption process and separation.
- The position makes recommendations with respect to different aspects, or various parts of the Alternative Care and Customary Care program. i.e., home study, recruitment, and information gathering for specific issues which meets the needs of Alternative Care and Customary Care families. Also provides input into the service planning process generally.
- Assists in developing and designing recruitment and training programs for Alternative Care and Customary Care parents.
- The employee is required to acquaint themselves with all laws, rules, regulations, policies, and procedures, which impact on their specific responsibilities.
- Manage Alternative Care and Customary Care performance concerns, locating appropriate training and community resources.
- Assist in Child Protection Investigations, which includes the collection of evidence and appearance in court.
- Deliver all work in accordance with the Child, Youth and Family Services Act (CYFSA), Ministry's Foster Care Licensing standards, Designated Place of Safety Requirements and Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures.

**Trainer/Recruiter Functions:**

- Recruitment of Alternative Care parents.
- Ensure all Ministry standards for Alternative Care licensing are being met.
- Developing, delivering, and coordinating training for Alternative Care providers including (Pre-Service and In-Service) Parent Resources for Information, Development and Education (PRIDE).
- Completing Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) home studies.
- Collecting, analyzing, and collating feedback from training.
- Training needs assessments.
- Develop and implement a yearly recruitment plan for the Dnaagdawenmag Binnoojiiyag Child & Family Services, including marketing strategies.
- Attend training committees internally and externally.
- Planning for annual recognition event and other retention activities throughout the year.
- Maintain effective and professional working relationships with colleagues, alternative care families and other professional colleagues.
- Maintain effective professional working relationships with community collaterals.
- Participate in supervision in accordance with agency and/or supervisory



requirements.

- Complete administrative requirements in accordance with agency and/or supervisory requirements.
- Attend training, as identified.
- Incorporate and utilize all policies and procedures in daily activities.

**Administrative Duties:**

- Maintains Alternative Care, Customary Care home files according to Dnaagdawenmag Binnoojiiyag Child & Family Services requirements. Completes required administrative forms including daily time sheets, mileage, expenses, and log sheets.
- Maintains Alternative Care, Customary Care family files, including statistical data, internal and external record checks in addition to follow-up with applicants.
- Reviews Alternative Care and Customary Care parents' reimbursable forms when required and approves resource supports (i.e., mileage for training, equipment purchase, babysitting, damage repairs, etc.).
- Responds to requests for references (i.e., medical references).
- Completes police, medical, and reference checks during the home study process in addition to requests for payment forms and requests other supports.
- Ensures completion by Alternative Care and Customary Care parents of all financial and child related forms (i.e., requests for reimbursement, dental, optical, and medical treatment forms).
- Documents all contacts with workers, Alternative Care, Customary Care parents and collateral personnel.
- Participates in the process of reclassifying Alternative Care and Customary Care homes.
- Liaises with Finance Department regarding any monetary issues or concerns involving an Alternative Care and Customary Care home.
- Ensures providers are financially compensated accurately.

**Other Duties:**

- Performs other duties as assigned.

**POSITION REQUIREMENTS**

**Education and Experience Requirements:**

- Bachelor of Social Work Degree, or BSW equivalency; OR
- Master's Degree or Bachelor's Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families;

OR



- Other educational achievements and relevant experiences which, in the opinion of the Executive Director and Director of Services is an equivalency for the purposes of this position.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

**Availability Requirements:**

- Our office hours are 8:30am - 4:30pm, Monday to Friday, with a one-hour unpaid lunch. However, based on the needs of those we serve, our frontline staff regularly find themselves working outside of these hours, including evenings, weekends, and holidays.
- This position will support our Central Region along with some support of our West Region offices.

**Knowledge Requirements:**

- A good working knowledge of child welfare legislation and Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures, including the Regional Protocol.
- Knowledge and a high level of clinical skill with respect to child development, family dynamics, child abuse and neglect.
- Good knowledge of Alternative and Customary Care and Adoption practices and philosophy, analytical skills to resolve problems, identify and meet program requirements.
- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

**Ability Requirements:**

- Strong interpersonal and interviewing skills and a demonstrated ability to form effective working relationships with Alternative and Customary Care and Adoptive parents and Dnaagdawenmag Binnoojiiyag Child & Family Services staff.
- Excellent written and verbal communication skills to share information in a clear, concise, and accurate manner.
- Competence in assuming an advocacy role on behalf of Alternative and Customary Care parents when required.
- Well-developed problem-solving skills and mediation skills.
- Good organizational skills.



- Good computer skills, including Microsoft Office Suite and adaptability to new systems.
- Ability to develop and present training material in both a small and large group format.
- The ability to allocate and develop Dnaagdawenmag Binnoojiiyag Child & Family Services' resources.
- Excellent case management skills including the ability to know how and when to appropriately use authority.

**Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

**WORKING CONDITIONS (ANY SPECIFIC CONDITIONS PLUS THE FOLLOWING)**

- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. We recognize however, that the needs of the children, youth and families that we work alongside do require services outside of these hours. We have a flexible work policy where we aim to maintain an 8 hour schedule (inclusive of a 1 hr lunch), but there are occasions where such planning is not possible. In this role, you will need to have flexibility in your work schedule

**STARTING SALARY RANGE**

- \$67,695.22 – 81,589.93, depending on qualifications and experience.

**TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 work-related supervisory references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.