



<b>POSITION TITLE:</b>	ALTERNATIVE CARE – TRAINER & RECRUITER
<b>DEPARTMENT:</b>	ALTERNATIVE CARE
<b>REPORTS TO:</b>	SUPERVISOR – ALTERNATIVE CARE
<b>CLASSIFICATION:</b>	FULL-TIME CONTRACT (1 YEAR)
<b>FULL SALARY RANGE:</b>	\$68,934.04 TO 92,299.40
<b>LOCATION:</b>	RAMA FIRST NATION, ON
<b>POSTING DATE:</b>	FEBRUARY 27 <sup>TH</sup> , 2024
<b>CLOSING DATE:</b>	POSTED UNTIL FILLED

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- Trainer and Recruiter is responsible for recruiting community caregivers and facilitating, organizing and developing training resources for community caregivers, customary caregivers and kinship caregivers, who care 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 Trainer & Recruiter function of Alternative Care.

### **RESPONSIBILITIES**

#### **Clinical:**

- Responds enquiries by telephone or in person based on recruitment efforts from community and FNIM events by providing information about Dnaagdawenmag Binnoojiiyag Child & Family Services, the Alternative Care Program, Home Study Assessment process, and the challenges of Community Care, Customary Care and Adoption.
- Respect the First Nation's internal process for Customary Care and ensure ongoing consultation with First Nations Designated Persons.
- Assists the Community Care, Customary Care, Kin in Care and Adoptive family in adapting to the training processes.
- Liaise between the Community Care, Customary Care, Kin in Care and Adoptive family and Dnaagdawenmag Binnoojiiyag Child & Family Services staff to facilitate training and recruitment functions through communication and problem solve accordingly. Represents the views of Community Care, Customary Care, Kin in Care and Adoptive parents when required.



- Participates in the resolution of service complaints/issues, incidents and serious occurrences which may have occurred during training or recruitment event virtually or in person.
- Provides regular consultation with the Alternative Care supervisor of recruitment and training efforts.
- Provides quarterly reports to the Alternative Care Supervisor and Alternative Care Sr. Manager.
- Provides quarterly stats on training and recruitment efforts to the Alternative Care supervisor and Sr. Manager.
- Participates as an active member of the Alternative 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 various pre-training requirements.
- 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 himself/herself with all laws, rules, regulations, policies, and procedures, which impact on his/her specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which afford them consistent and meaningful effect.
- 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**

- Recruitment of Community care parents & families for permanency through Adoption
- To develop and implement a yearly recruitment plan for the Dnaagdawenmag Binnoojiiyag Child & Family Services, including marketing strategies.
- Planning for an annual recognition event and other retention activities throughout the year
- To maintain effective professional working relationships with community collaterals.
- Maintains statistics and reports for training and recruitment according to Dnaagdawenmag Binnoojiiyag Child & Family Services requirements.
- Meets monthly with all partnering FNIM communities and the Alternative Care



Supervisor working with the FNIM community.

- Collaborates with Human Resources and Communication Departments on recruitment and event planning.
- Keeps all meeting minutes for recruitment planning with FNIM communities.

### **Training**

- To 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).
- Collecting, analyzing, and collating feedback from training.
- Training needs assessments.
- Attending training committees internally and externally.
- To maintain effective and professional working relationships with colleagues, alternative care families and other professional colleagues.
- Works collaboratively with Training Coordinator for the agency.

### **Administrative Duties:**

- Completes required administrative forms including daily time sheets, mileage, expenses, and log sheets.
- Liaises with Finance Department regarding any monetary issues or concerns involving an Alternative Care and Customary Care home.
- To participate in supervision in accordance with agency and/or supervisory requirements.
- Monitor the spending and budget allotted for training and recruiting.
- To complete administrative requirements in accordance with agency and/or supervisory requirements.
- To attend training, as identified.
- To incorporate and utilize all policies and procedures in daily activities.
- Other related duties as assigned.

### **Other Duties:**

- Other duties as assigned by the Supervisor

## **POSITION REQUIREMENTS**

### **Education and Experience Requirements:**

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

**Knowledge Requirements:**

- A good working knowledge of child welfare legislation and Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures, including the Regional Protocol.
- Knowledge of 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.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we serve.
- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- 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**

- You will be provided a working location with a hybrid work from home option available.
- Extensive travel within the catchment area and other regions will be required as well as overnights.
- 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**

- \$ 68,934.04 - \$83,083.03, depending on qualifications and experience.

\* PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

### **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.