



POSITION TITLE:	ALTERNATIVE CARE WORKER – KIN SERVICE
DEPARTMENT:	ALTERNATIVE CARE
REPORTS TO:	ALTERNATIVE CARE SUPERVISOR
CLASSIFICATION:	FULL TIME CONTRACT UNTIL APRIL 2025
FULL SALARY RANGE:	\$68,934.04 TO \$92,299.40 *
LOCATION:	WHITBY, ON
POSTING DATE:	MARCH 26 TH , 2024
CLOSING DATE:	APRIL 12 TH , 2024

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 POSITION

Reporting to the Supervisor, the Alternative Care Worker is responsible for screening, assessing, supporting, and evaluating alternative care, customary care, kin care, kin service, placement, recruitment, training, and adoption 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 Kin Service function of Alternative Care.

RESPONSIBILITIES

Kinship Service Functions:

- To assess the kinship service caregiver(s) by completing the required documentation and assessments.
- To review all documentation and identify any factors that will need to be mitigated in approving the kinship caregiver (s).
- To follow the established Agency practices and Ontario Kinship Service Standards in the completion of the kinship service assessments and process.
- Document into the Agency database (Child Protection Information Network, CPIN) all contact logs (within 24 hours), assessments and documentation.
- Provide ongoing service to the approved kinship service caregivers and children residing in kinship arrangement. Ongoing service includes, home visits, contact logs and outcome plans in accordance with Agency expectations and Ministry standards, in order to ensure high quality service is maintained.



- To work collaboratively with the Family Service Worker to ensure that family outcome plans and kinship outcome plans are coordinated and mutually developed, including the First Nation, Inuit, and Métis representative.
- To assist the caregiver in connecting to support services including financial, Agency and community resources to meet the ongoing needs of the child and support the stability of the placement.
- To assist Kinship Service caregiver(s) in constructive problem-solving for any issues that arise, ensuring the Supervisor is consulted and updated at appropriate points as required.
- To provide ongoing support to the Kinship Service families, while promoting the goal of reunification with the parents.
- To attend case planning circles with the family and First Nation, Inuit, and Métis representative.
- Actively contributing to the alternative care department development: including cross-functional teamwork, following procedures, policies.
- Able to work flexible hours including evenings, weekends and holidays if required.
- Travel within the agency's jurisdiction and outside the jurisdiction as required.
- Perform other tasks and assignments as requested by the Supervisor.

Administrative Duties:

- Maintains Kinship Service files including statistical data, internal and external record checks in addition to follow-up with applicants.
- Prepares court documents for outcomes of the kinship service assessments.
- Completes police and child welfare checks during the kinship service assessment process.
- Documents all contacts with workers, Kinship Service caregivers and children.
- Liaises with Finance Department regarding any monetary issues or concerns involving a Kinship Service home.
- Ensures providers are financially compensated accurately.

Other Duties:

- Other duties as assigned.

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.

Availability Requirements:

- Our office hours are 8:30 AM - 4:30 PM, 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.

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 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 Kinship Service caregivers 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 Kinship Service caregivers.
- 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.
- 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 needs may need to be met outside of these hours from time to time. We have a flexible work policy where we aim to maintain an 8-hour daily schedule (inclusive of a 1-hour lunch) whenever possible. There may be occasions where your scheduled start and end time will vary, outside of 8:30 AM - 4:30 PM, or that you will need to work extra hours.

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
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work related 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.