



|                           |                                    |
|---------------------------|------------------------------------|
| <b>POSITION TITLE:</b>    | ALTERNATIVE CARE WORKER - ADOPTION |
| <b>DEPARTMENT:</b>        | ALTERNATIVE CARE                   |
| <b>REPORTS TO:</b>        | ALTERNATIVE CARE SUPERVISOR        |
| <b>CLASSIFICATION:</b>    | FULL-TIME PERMANENT                |
| <b>FULL SALARY RANGE:</b> | \$70,795.26 TO \$94,791.48*        |
| <b>LOCATION:</b>          | RAMA FIRST NATION, ON              |
| <b>POSTING DATE:</b>      | OCTOBER 25 <sup>TH</sup> , 2024    |
| <b>CLOSING DATE:</b>      | NOVEMBER 10 <sup>TH</sup> , 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.

We seek to support our families in the way they deserve, with care and authenticity, and by recognizing and respecting spirit. We form a wholistic, inclusive and nonjudgmental circle of care with our children at the centre.

### **PURPOSE OF POSITION**

Reporting to the Supervisor, the Alternative Care Worker is responsible for screening, assessing, supporting, and evaluating Alternative care applicants and providing 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 Permanency and Adoption function of Alternative Care.

### **RESPONSIBILITIES**

#### **Clinical:**

- Responds to telephone enquiries providing information about Dnaagdawenmag Binnoojiiyag Child & Family Services, the Alternative Care Program, Home Study Assessment process for Adoption.
- Completes Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA), Adoption Home Study Assessments 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) Adoption Home Study Assessments, 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 in order to respond to separation issues as well as providing and receiving constructive feedback.
- Assists the Alternative Care, Customary Care (during Designated Places of Safety) and Adoptive family in adapting to the changing treatment needs of the child in order 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 (during the Designated Place of Safety) and Adoptive 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 and Adoptive parents for support within a 24-hour period, assist Alternative Care, Customary Care and Adoptive parents in identifying issues, engages them in constructive problem solving and provides emotional support.
- Advocate on behalf of Alternative Care, Customary Care and Adoptive parents for additional resources when required.
- Supports Alternative Care, Customary Care and Adoptive families during investigations and complaints and implements disciplinary contracts /letters of understanding with respect to changes required in the Alternative Care, Customary Care and Adoptive home when necessary.
- Provides support to Adoptive 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 Adoptive 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 Adoption 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 Adoption program. i.e., home study, recruitment, and information gathering for specific issues which meets the needs of Adoption families. Also provides input into the service planning process generally.
- Assists in developing and designing recruitment and training programs for Adoptive 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.

### **Adoption Functions:**

- To act as Resource Worker in the completion of Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) home studies of resource/foster homes, where the long-term plan for the placement is Adoption/ or completing for a Designated Place of Safety
- Co-lead Parent Resources for Information, Development and Education (PRIDE)/ Helping Establish Able Resource Homes Together (HEART) & Strong Parent Indigenous Relationships Information Training (SPIRIT) pre-service training for Adoptive/Alternative Care applicants.
- Complete Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) home studies for Adoption, including office and home interviews with all family members.
- Consult with child and youth worker regarding information required for appropriate selection of prospective adoptive parents (i.e., Child's background information, medical reports, legal status of child, availability of life book and photographs).
- Inform adoptive parents of their rights with respect to Disclosure with both identifying and non-identifying information.
- To inform care providers regarding targeted Ontario Permanency Funding.
- Supervise all placements of children and youth on adoption probation which included any recordings or reports necessary to finalize an adoption.
- To act as case manager for children being placed in adoption including managing



the pre-placement preparation process and provide services during the adoption probation period.

- Coordinates requirements for court hearings including preparing evidentiary materials, counselling prospective adoptive parents or other stakeholders regarding court procedures and reviewing case information with lawyers. This may include the negotiation and process related to any openness proceedings.
- Prepares appropriate documentation to support supervision by another Children's Aid Society (CAS) where a child is placed out of our catchment area.
- Ensure all necessary documentation for the completion of adoption is available and presented to court for finalization.
- Participate in Extended Society Care Review.

#### **Administrative Duties:**

- Maintains Adoption home files according to Dnaagdawenmag Binnoojiiyag Child & Family Services requirements.
- Completes required administrative forms including daily time sheets, mileage, expenses, and log sheets.
- Maintains Adoptive family files, including statistical data, internal and external record checks in addition to follow-up with applicants.
- Prepares and files court documents for Adoption.
- 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.
- Documents all contacts with workers, Alternative Care, and Adoptive parents and collateral personnel.
- Liaises with Finance Department regarding any monetary issues or concerns involving an Alternative Care and Customary Care home.
- Ensures providers are financially compensated accurately. Pertaining to Ontario Permanency funding and Designated Places of Safety
- Maintains Permanency funding renewals and applications.
- Attends all staff meetings.

#### **Other Duties:**

- 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.

**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.
- 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:**

- 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.
- Must be willing to work flexible hours including weekends, evenings and holidays as required.

### **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 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**

- \$70,795.26 - \$85,326.27, 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.