



<b>POSITION TITLE:</b>	ALTERNATIVE CARE WORKER – KINSHIP SERVICE
<b>DEPARTMENT:</b>	ALTERNATIVE CARE
<b>REPORTS TO:</b>	ALTERNATIVE CARE SUPERVISOR
<b>CLASSIFICATION:</b>	ONE (1) FULL TIME PERMANENT VACANCY
<b>FULL SALARY RANGE</b>	\$74,655.27 - \$99,959.85*
<b>LOCATION:</b>	BARRIE OR RAMA FIRST NATION, ON
<b>POSTING DATE:</b>	APRIL 10, 2026
<b>CLOSING DATE:</b>	APRIL 26, 2026

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

### **PURPOSE OF THE POSITION**

Reporting to the Supervisor, the Alternative Care Worker, Kinship Service is responsible for completing and maintaining the documentation for assessments, approvals, and ongoing monitoring of Kinship Service placements in accordance with Ontario Kinship Service Standards. The role assesses the suitability, safety, and caregiving capacity of family members, extended relatives, or significant connections who may care for children who cannot remain with their parents or primary caregivers. The position works in close collaboration with Family Service to ensure coordinated service delivery, maintain placement stability, and support the goal of reunification where appropriate.

### **RESPONSIBILITIES**

#### **Kinship Service Functions:**

- Complete initial and comprehensive Kinship Service assessments, including home visits, interviews, safety assessments, reference checks, and required documentation.
- Assess the caregiver's capacity to provide safe, temporary care and assess risks in relation to the child protection concerns identified in the family file.
- Ensure caregivers understand their responsibilities regarding safety planning, incident reporting, and managing risks related to parental behaviour or court conditions.
- Provide caregivers with clear information regarding Voluntary Service Agreements, court-ordered Kin Service placements, and expectations associated with each.
- Provide ongoing service to approved Kinship Service homes, including Kinship



service plans, updated safety assessments, and regular home visits.

- Support caregivers in facilitating Sàgìhidig Family Time, including discussing supervision needs and assist with coordinating volunteer drivers when required.
- Coordinate and support applications for the Canada Child Benefit (CCB), Temporary Care Assistance, and other financial support, while ensuring documentation is accurate and complete.
- Assist caregivers in accessing community resources and agency supports to promote placement stability.
- Work collaboratively with Family Service to ensure consistent outcome planning and communication.
- Participate in case planning circles, family meetings, and discussions with the First Nation communities, where applicable.
- Provide ongoing support, problem-solving, and guidance to caregivers, including navigating court delays or challenging family dynamics.
- Contribute to department development and cross-functional work by following agency procedures and participating in team initiatives.

#### **CPIN Documentation**

- Maintain thorough, accurate, and timely documentation in CPIN. This includes all contact logs, assessments, home visits, learning plans, safety plans, and ongoing service plans for both the child(ren) and the family.
- Ensure documentation complies with the Ministry of Children, Community and Social Services (MCCSS) requirements, the Child, Youth and Family Services Act (CYFSA), Ontario Kinship Service Standards, and agency policies and procedures, and is completed within required timelines.

#### **Administrative Duties:**

- Maintain organized and complete Kinship Service files, including assessments, plans, and supporting documents.
- Request, track, and follow up on police record checks, CPIN record checks, and reference checks as part of the assessment process.
- Prepare court-related documentation for case conferences, legal planning, and court proceedings.
- Liaise with the Finance Department to ensure financial supports are administered correctly.

#### **Other Duties:**

- Performs other duties as assigned, including tasks that support additional areas of Alternative Care.



## **POSITION REQUIREMENTS**

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

- Bachelor of Social Work (BSW) or equivalent, OR a Master's or Bachelor's degree in a Human Services–related field with at least three (3) years of relevant experience working with children and families.
- Other educational achievements and relevant experiences which, in the opinion of the Executive Director, Director of Family Well-Being and Director of People & Operational Performance, is an equivalency for the purposes of this position, may be considered.
- 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 will find themselves working outside of these hours, including evenings, weekends, and holidays.

### **Knowledge Requirements:**

- A good working knowledge of child welfare legislation.
- Demonstrated knowledge and a high level of clinical skill with respect to child development, family dynamics, child abuse and neglect.
- Comprehensive 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 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 with the ability to build effective working relationships with children, families, caregivers, communities, and Agency staff.
- Good organization, written and verbal communication skills to share information in a clear, concise, and accurate manner.
- Ability to advocate for children and caregivers within the Alternative Care system.
- Strong case management 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.
- Proficiency with Microsoft Office and the ability to learn new systems, including CPIN and Caseworks.
- 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.
- Demonstrates the ability to know how and when to appropriately use authority, while maintaining professional boundaries.

**Mandatory Requirements:**

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Police Record Check (PRC) with a clear 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**

- A working location with a hybrid work from home option is available, subject to initial and ongoing eligibility.
- Frequent travel within and outside the Agency's catchment area.

**STARTING SALARY RANGE**

- \$74,655.27 - \$89,978.56- 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.