



<b>POSITION TITLE:</b>	ALTERNATIVE CARE WORKER - LICENSED HOMES
<b>DEPARTMENT:</b>	ALTERNATIVE CARE
<b>REPORTS TO:</b>	ALTERNATIVE CARE SUPERVISOR
<b>CLASSIFICATION:</b>	ONE (1) FULL TIME CONTRACT VACANCY (UNTIL MAY 2027)
<b>FULL SALARY RANGE</b>	\$74,655.27 - \$99,959.85*
<b>LOCATION:</b>	RAMA FIRST NATION, ON
<b>POSTING DATE:</b>	MARCH 3 <sup>RD</sup> , 2026
<b>CLOSING DATE:</b>	APRIL 8 <sup>TH</sup> , 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 Alternative Care Supervisor, the Alternative Care Worker, Licensed Homes is responsible for the assessment, development, and ongoing support of Alternative Care, Customary Care, and licensed homes for children who cannot remain with their parents or caregivers. The position ensures that homes are thoroughly screened, evaluated, and supported through the Heart & Spirit or IFDA process, and that caregivers receive ongoing guidance, training, and consultation aligned with agency standards, Indigenous practices, and Ministry licensing requirements. This role also provides clinical support to caregivers, facilitates communication between families and agency staff, contributes to recruitment and training initiatives, and upholds all legislative, policy, and service expectations to ensure safe, culturally grounded, and quality care for children and youth.

### **RESPONSIBILITIES**

#### **Clinical:**

- Respond 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.
- Complete and assess Heart & Spirit, 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.
- Respect the First Nation's internal process for Customary Care and ensure



ongoing consultation with First Nations Designated Persons.

- Manage 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.
- Assist 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 Agency staff to facilitate communication and problem solve accordingly. You'll represent the views of Alternative Care, Customary Care and Adoptive parents when required.
- Respond to requests from Alternative Care, Customary Care parents for support within a 24-hour period, assist Alternative Care, Customary Care parents in identifying issues, engage them in constructive problem solving and provide emotional support.
- Advocate on behalf of Alternative Care, Customary Care parents for additional resources when required.
- Complete 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.
- Manage performance concerns and recommend closure of Alternative Care and Customary Care homes when required.
- Recommend the reclassification of Alternative Care and Customary Care homes when appropriate.
- Support Alternative Care, Customary Care families during investigations and complaints and implement disciplinary contracts /letters of understanding with respect to changes required in the Alternative Care, Customary Care home when necessary.
- Provide support to Alternative Care, Customary Care parents during serious occurrence investigations as per Dnaagdawenmag Binnoojiiyag Child & Family Services' policies and procedures manual.
- Participate in the resolution of service complaints/issues, incidents and serious occurrences and provide 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.
- Provide regular consultation about the availability of Alternative Care and Customary Care homes and their capacity to care for children and youth and their preferences.
- Participate as an active member of the Alternative Care, Customary Care team,



attend, and provide input at team meetings, admission and planning conferences and plans of care.

- Assist 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.
- Provide recommendations with respect to different aspects, or various parts of the Alternative Care and Customary Care program. i.e., home study, recruitment, and gathering information for specific issues which meets the needs of Alternative Care and Customary Care families. Also provides input into the service planning process generally.
- Assist in developing, and participation with designing recruitment and training programs for Alternative Care and Customary Care parents.
- Become acquainted 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) Strong Parent Indigenous Relationships Information Training (SPIRIT) or Parent Resources for Information, Development and Education (PRIDE)
- Complete Structured Analysis Family Evaluation (SAFE) or Indigenous Family Development Assessment (IFDA) home studies.
- Collect, analyze, and collate 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.
- Plan for annual recognition events 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.

### **CPIN Documentation**

- Maintain thorough, accurate, and timely documentation in CPIN. This includes all contact logs, assessments, home visits, and the completion of the Alternative Care, Kin Care and Customary Care parents' home study requirements and annually in the development plan.
- 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 Alternative Care, Customary Care home files according to Dnaagdawenmag Binnoojiiyag Child & Family Services requirements. Complete required administrative forms including daily time sheets, mileage, expenses, and log sheets.
- Maintain Alternative Care, Customary Care family files, including statistical data, internal and external record checks in addition to follow-up with applicants.
- Review 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.).
- Respond to requests for references (i.e., medical references).
- Request, follow up and track police, medical, and reference checks during the home study process in addition to requests for payment forms and request other supports.
- Ensure 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).
- Document all contacts with workers, Alternative Care, Customary Care parents and collateral personnel.
- Participate in the process of reclassifying Alternative Care and Customary Care homes.
- Complete annual development plans with approved Alternative Care and Customary Care providers.
- Liaise with Finance Department to ensure any issues or concerns regarding



Alternative Care and Customary Care homes are administered correctly

**Other Duties:**

- Performs other duties as assigned, including tasks that support other 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 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 Service Delivery 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.
- Solid organizational, 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 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 include the ability to know how and when to appropriately use authority.

### **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



Dnaagdawenmag Binnoojiiyag

**Child & Family Services**

EMPLOYMENT OPPORTUNITY

- 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.