



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Customary / Kinship Care Coordinator

Department: Native Child Welfare
Program: Native Child Welfare
Reports To: Family Services Supervisor
Term of Employment: Full-time Permanent
Hours of Work: 37.5 hours per week

JOB PURPOSE

To provide protective services to at-risk children (0-18 years of age) and their families in accordance to the 2017 Ontario Child & Family Services Act & Regulations; Court-ordered or Voluntary Services; on or off the Chippewas of Nawash Unceded First Nation and within the Bruce-Grey counties.

To coordinate services for youth and families who Voluntary seek service; or responds to a Court-Ordered declaration for the need of a Customary Care placement within the Chippewas of Nawash Unceded First Nation territory.

KEY DUTIES AND ACCOUNTABILITIES

1. Protective and Case Management for Youth who need Alternative Care:

- a) On-going protection and rapport with the Band Representative and any Children's Aid Society seeking placement of youth on the Chippewas of Nawash Unceded First Nation.
- b) Assists in identifying family members or other key people in the youth's natural network for short-term, long-term or permanent Customary Care (voluntary or court-ordered) placement.
- c) Assess Customary Care families and homes according to criteria in the application. When necessary, make recommendations that will improve policies and procedures pertaining to the assessment of families and homes.
- d) When necessary, attend youth meetings (health, school, etc.) also family circles, CAS case conferences or case reviews.
- e) Advocate for the acquisition of needs on behalf of the youth and the Customary Caregiver

2. Services to the Youth:

- a) Provide youth services having full knowledge of their rights.
- b) Engages and develops rapport with youth regarding their rights, wishes, and needs; also with family members and other significant individuals in the youth's natural network.
- c) Accompany the youth under the age of 12 years in all interactions with the Children's Aid Society, as upon consent for youth between the ages 13 to 18 years. The Customary Care Worker may attend to private visits with youth at their request.
- d) Assist in the transportation and supervision between youth and their natural family in accordance to a court order, CAS Service Plan, or any Customary Care Agreement conditions.
- e) Attend to CAS youth review meetings.
- f) Court accompaniment and/or support services as necessary for the youth.

3. Services to the Customary Care Home:

- a) Support and assist the Customary / Kinship Care home provider when required to respond to CAS for any information about the caregiver or their home.
- b) Establishes positive relationships with key stakeholders supporting the youth and the placement.
- c) Attend to monthly home visits to support and identify needs to improve the quality of placement, if any.
- d) Provide support services to Customary Caregivers: guidance, consultation and counselling in relation to the development and needs of the youth.
- e) Provides Crisis Intervention as needed by the youth and/or the Caregiver ie) Conflict resolution.

4. Services to Customary Caregivers:

- a) Facilitate a community support group for Customary Caregivers.
- b) Co-ordinate and ensure the delivery of on-going training for Customary Caregivers.
- c) When required, public recruiting of potential Customary Caregivers.

5. Legal, Record Keeping and Reporting:

- a) On-going supervision and decision-making with the NCW Supervisor.
- b) Maintain accurate case-notes, records, and information for reporting purposes.
- c) Password and protect all client and legal documents; back-up computer data on a regular weekly basis.
- d) Ensure there is a Band Council Resolution Declaring all Customary Care Homes as approved for the placement of youth.
- e) Knowledge of Family court procedures, court papers and legal documentation i.e.) court affidavits.
- f) Provides monthly reports to the NCW Supervisor and the Social Development Committee which includes activities and statistics (also required by the Ministry of Children and Youth Services, and / or Aboriginal Affairs Canada).
- g) Implements new procedures and controls deemed necessary by the Chippewas of Nawash Chief and Council and its Administration; and any Social Development Committee recommendations approved by BCR.
- h) Make recommendations to Chief and Council which will improve the Chippewas of Nawash Unceded First Nation Customary Care program.

6. Financial Components to the Customary Care Program:

- a) Develop and maintain an annual budget to recruit and maintain Customary Care Homes.
- b) Process monthly Customary Care Home per diems.
- c) Submitting cheque requisitions and receipts.
- d) Ensure the CAS maintains all financial needs of youth in Customary Care Homes.

7. Other Requirements:

- a) Knowledge and understanding of NCW's mandate, philosophy, goals, and objectives.
- b) Proven leadership and team-player; positive role modelling.
- c) Participation in NCW annual and special events, staff meetings/training, telephone coverage.
- d) Occasional lifting of children or heavy objects may be required.
- e) Maintain a clean and tidy work area; participate in the daily operations and maintenance of the agency.
- f) Knowledge and ability to apply basic health and safety policies/procedures.
- g) Assists and performs within capacity other duties as required.

REQUIREMENTS

Education and Experience:

- Post-secondary diploma in a related field with 3 years work experience in a Family Resource and or Youth Worker related role OR a BA in Social Work or related field with two (2) years of related work experience

- Experience in counselling and crisis intervention skills
- Experience and knowledge of Anishinaabe culture, traditions and community
- Knowledge of child protection, child development and children's resources
- Knowledge, skills and best practices that support youth and families in areas of child development, grief and loss, trauma, abuse, resiliency, personal health and family well-being

Designations, Licences & Requirements:

- Valid Class G Driver's Licence and access to a reliable vehicle including passenger liability insurance
- CPR First Aid or ability to obtain within probationary period
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview
- Registered member in good standing with the Ontario College of Social Workers and Social Services Workers or similar professional designation organization

Knowledge, Skills & Abilities:

- Skilled in developing, revising and implementing policies and procedures
- Knowledge of relevant acts, codes, regulations and legislation
- Understanding of the structure of a First Nation, First Nation cultural and or traditions
- Skilled with office equipment, computers and various software including Microsoft Office ie. Outlook, Word, Excel, etc.
- Ability to multitask, prioritize and delegate duties

PROBLEM SOLVING & COMMUNICATION

- Problems are subject matter related and require the application of job-related knowledge to solve across a range of situations and contexts with a broad range of factors/considerations requiring analysis and assessment with sources of information not always known and there is some degree of effort to identify and search sources
- Good written and verbal communication and customer service skills for interacting with internal and external individuals to clearly communicate what is required to complete the job and to build and maintain relationships
- Present technical information to a limited range of internal and external audiences

DECISION MAKING & IMPACT

- Make decisions within policy using sound judgement that is unbiased and impartial to be fair and consistent
- Lead by personal example to assist in making a positive impact on Programs/Departments and organization as a whole
- Can make recommendations to supervisor based on best practice, policies, procedures, acts, codes, legislation
- Decisions affect other jobs inside or outside the role's work area with moderate direct impact on profits, revenue, expenses, efficiency or other employees usually with short term consequences

SAFETY RESPONSIBILITIES

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

STAFF REPORTS

- No direct reports, but may be required to show others how to perform tasks

WORKING CONDITIONS

1. **Physical Demands** – Long periods of sitting in front of computer where concentration is required which can cause eye strain; standing, typing and some walking. Lifting of some objects not exceeding 20 pounds.
1. **Environment** – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
2. **Mental Effort** – Attention to detail, managing workload and meeting deadlines; quick thinking for handling of difficult situations and or persons may be stressful.
3. **Position Type/Expected Hours of Work** – Regular full-time 37.5 hours per week with flexibility and availability for additional hours on occasion for operation requirements

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date