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|  | JOB DESCRIPTION | |
| | Position Title: Program: Service: Accountable to: | CHILDREN'S SERVICES WORKER Child Welfare Residential Children's Services Children's Services or District Child Welfare Service Manager |
| Issued By: Date Issued: | | Date Revised: July 22/10 Classification: |

PURPOSE AND SUMMARY

Under the direction of the Children's Service or District Child Welfare Service Manager, the Children's services Worker is responsible for providing the protection of children in care by performing duties as may be required, in accordance with provisions of the Child and Family Services Act, Ministry Regulations and Standards, Abuse Protocols, and Dilico Anishinabek Family Care policies and procedures. The Children's Services Worker is responsible for ensuring that all of the service needs of children in care of the agency are met.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction of the Children's Services or District Child Welfare Service Manager, the Children's Services Worker is responsible for:

- a. conducting an assessment of physical, mental, emotional, spiritual and social needs of each child in the society's care for whom the worker is responsible, and establishing/developing a trust relationship in order to support and facilitate the child's growth and development of a healthy self-concept while in care;
- b. developing and implementing appropriate short and long-term plans of care for the child based on the results of the needs assessment; providing information, advice and support to the child and the alternative care family regarding the plan of care; discussing specific care plan requirements with alternative care family, placement resource staff, and other professional support service providers, as appropriate; conducting an ongoing assessment of the child's needs while in care and revising the plan of care for the child as required;

- c. ensuring child is aware of their rights and obligations;
- c. acting as a support to the child during the conducting of any investigation;
- d. providing counselling to the child and initiating/coordinating support linkages for the child with internal and external resources including schools and medical facilities;
- e. coordinating service requirements and advocating on behalf of the child to ensure the receipt of appropriate and timely services; leading and participating in consultations and case conferences with service providers to discuss care plans and service needs of the child;
- f. ensuring appropriate medical, dental, optical, hearing, mental health and behavioural treatment services are provided;
- g. monitoring and advocating within the educational system for provision of optimum educational opportunities for child;
- h. arranging and cooperating with child's family of origin or extended family for access visits; providing counselling and support to the child regarding issues of access visits and or permanency options(crown warship, Long term Customary Care Agreement. etc);
- i. extending agency care to child past age 18 years of age where the child wishes higher education;
- j. ensuring appropriate planning and preparation for child's independence or transferring to adult services at age 18 occurs;
- k. completing requirements for court hearings including preparing evidence materials, reviewing case information with lawyers, and arranging for or notifying witnesses;
- l. appearing as a witness in Child Welfare, Criminal and Youth courts to give evidence and to act as a support and advocate for the child;
- m. liaising with the Alternative Care and/or the Adoption Service to participate in placement or replacement decisions in order to ensure effective consideration of the child's specific needs;
- n. preparing and ensuring accurate, thorough and timely recording of case information including case notes, recordings, reports, correspondence, and legal forms, as required by the Child and Family Services Act and Dilico policy; ensuring the preparation of a Life Book for each child; compiling and completing case file documents for transfer of the child, the return of child home or to another permanent placement or in preparation for an alternate placement; ensuring file in compliance with Ministry standards;
- o. providing information and advisory services to clients and members of the community regarding the provisions and requirements of the Child and Family Services Act and Services/Programs of Dilico; participating in society and public communication and education activities;

- p. providing direction to Prime Workers that is consistent, appropriate and adequate in the performance of their duties and responsibilities.

2. **Organizational Responsibilities**

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. Participating constructively in the supervision process with the immediate Manager.
- i. Collaboration with the child protection worker as appropriate and in compliance with Dilico policy.

QUALIFICATIONS

1. **Education**

A minimum two-year Human Services Diploma is required. A three-year BSW is preferred.

2. **Work Experience**

- a. a minimum two years experience with Anishinabek children, youth, individuals and families;
- b. preferably Child Welfare experience.

3. **Skills/Abilities**

- a. knowledge of theories of human behavior, child development and ability to apply in assessment, planning and documentation;
- b. knowledge of risk assessments; counselling skills, child protection standards, Child Welfare legislation and regulations;
- c. ability to work as an integral member of a team and work with little or no supervision as may be required;
- d. ability to follow direction and work effectively under pressure;
- e. good planning, organization, problem-solving, decision-making and liaison skills;
- f. ability to collaborate with other resource persons and facilitate planning and action;
- g. good interpersonal, written and oral communication skills;
- h. ability to maintain confidentiality;
- i. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- j. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- k. ability to understand and/or speak an Anishinabek language would be considered an asset.

CONDITIONS OF EMPLOYMENT

- a. satisfactory CAS Penlieu Search;
- b. satisfactory Criminal Records Search;
- c. required to work flexible hours, travel regularly and to act on an “on-call” basis as determined by the respective Manager in relation to service requirements;
- d. must possess a Class “G” Driver’s License and have access to a personal vehicle which will pass a safety check.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.