

	<b>JOB DESCRIPTION</b>		
	<b>Position Title:</b> <b>Program:</b> <b>Service:</b> <b>Accountable to:</b>	ALTERNATIVE CARE DEVELOPMENTAL SUPPORT WORKER Child Welfare Developmental Service Unit Developmental Service Manager	
<b>Issued By:</b> <b>Date Issued:</b>	<b>Fern Schiiler</b>	<b>Date Revised:</b> <b>Classification:</b>	<b>October 12, 2017</b>

## **PURPOSE AND SUMMARY**

As part of a multi-disciplinary team, the Alternative Care Developmental Support Worker supports children and families who have a child or children with a developmental disability and to help them reach the child's full potential. The Alternative Care Developmental Support Worker supports the family's role as caregiver by assisting the family in addressing crisis, and assisting the family with understanding the individual needs of the identified child or children.

The Alternative Care Developmental Support Worker helps the family maintain or improve its ability to preserve itself as a healthy and effective system by engaging the primary caregivers, the siblings and any extended family or community members who have a vested interest in the child and family.

The service is provided mostly in the agency operated homes, Foster homes, family homes and/or in the community.

## **DUTIES AND RESPONSIBILITIES**

### **1. Service Responsibilities**

Under the direction of the Developmental Service Manager, the Alternative Care Developmental Support Worker is actively involved with the child, family and/or caregivers through the assessment process and to the point that the family is able to confidently meet the needs of the child or children independently. The Alternative Care Developmental Support Worker is responsible for:

- a. Setting up case conferences and filling out the Developmental Services referral form for the child and family in collaboration with the

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- Children's Service and Alternative Care worker programs and the family;
- b. Assisting the Children's Service, Alternative Care, Kinship Services Workers, Agency Operated home staff and Foster homes in formulating and carrying out individual plans for the child and families that are goal driven;
  - c. Mentoring and applying specialized skills to intervene with the family or assisting other service providers working with the child on family related matters by:
    - i. assessing and promoting the child's adaptive skills;
    - ii. assisting families and caregivers in maintaining a safe and supportive environment for the child or children;
    - iii. modeling and promoting a healthy lifestyle for the child;
    - iv. providing the family and caregivers information to enhance their knowledge on the child's medication including administering requirements;
    - v. modeling and applying crisis prevention and intervention strategies to assist in dealing with the child's behaviors;
    - vi. supporting the child in the development and maintenance of family, community and other relationships;
  - d. Assisting agency workers and family care givers of the child by:
    - i. helping the family and caregivers to understand the child's individual needs by explaining their child's developmental needs and/or prognosis, clarifying care giver roles and responsibilities in meeting the child's needs;
    - ii. increasing the family and caregiving coping skills to address environmental stresses to ensure the child's needs are met by providing emotional support, stress management, supportive counselling, linking the family and caregivers to community support groups or engaging extended family members;
    - iii. accessing and knowledgeable on referral processes for potential treatment facilities for children that can assist the family in meeting the child's developmental and/or mental health needs if the child's needs cannot be met in the community;
    - iv. helping the family and care givers to deal with the challenges of daily living with a child with a developmental disability by offering support and guidance;

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- v. assist in mentoring families/caregivers to ensure the child is learning daily living skills such as budgeting, cooking, cleaning and personal hygiene based on client centered planning;
  - vi. when the natural opportunity arises, reinforce conflict resolution, positive communication and respect through modeling positive reinforcement and supportive listening;
  - vii. assist in promoting an environment that is child centered that will foster personal growth, social inclusion, leisure/recreation and emotional health while meeting the child's needs for optimal mental, physical, emotional and spiritual wellbeing;
  - viii. assisting the family in crises through offering emotional support and wrap around resources including counselling, group support and/or respite;
- e. Complementing the child's developmental needs by:
- i. being knowledgeable and liaising with other service providers who are working with the child and/or family;
  - ii. assisting family and caregivers attendance through interventions;
  - iii. maintaining familiarity with the child, family and individual needs of the child and/or family;
  - iv. collaboratively sharing and receiving treatment information from other service providers by attending case conferences with the Children's Service, Alternative Care or Kinship Worker as needed;
  - v. ensuring client information, contact logs and assessments are completed and up to date, monitored and follow up processes are in place;

### **i. 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;

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- 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.

## **QUALIFICATIONS**

### **1. Education**

A (2) two year Developmental Services Diploma from a recognized college is preferred. A minimum Child and Youth Worker diploma with extensive experience in Developmental Services practice is required.

### **2. Work Experience**

- a. minimum of three (3) years' direct experience working with clients who have a developmental disorder/disability is required;
- b. candidates without the specific education qualifications and where the position does not require certified qualification to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

### **3. Skills/Abilities**

- a. sound knowledge of the Anishinabek culture and the underlying issues affecting the health, mental health and wellbeing of Anishinabek children, families and communities in the City and the District of Thunder Bay;
- b. sound knowledge of the positive traditional influences that could promote health, mental health and wellbeing of Anishinabek children and families in the District of Thunder Bay.
- c. the ability to promote and apply Anishinabek Culture, values, traditions and teachings where appropriate;
- d. competent understanding of behavioral treatment protocols;
- e. knowledgeable with the use of psychotropic medications effects and potential side effects;

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- f. experience in the delivery of client-centered planning and the co-ordination of comprehensive and meaningful activities that promote and enhance the child's quality of life;
- g. ability to promote socially acceptable behaviors that allow children to be maintained in their home and community;
- h. experience in family intervention and prevention;
- i. competently trained in the delivery of therapeutic crisis intervention;
- j. develop and maintain respectful, cooperative working relationships with Anishinabek children, families, communities and service workers to promote an integrated, seamless delivery of service;
- k. ability to understand or speak an Anishinabek language would be considered an asset;
- l. ability to demonstrate effective skills related to: written and oral communication, problem-solving, decision-making and the operation of office related computer applications;
- m. ability to effectively role model skills to staff, parents, children and youth including: parenting, life skills, behaviour management and mood regulation;
- n. ability to effectively determine the preservation needs of families, formulate goals, manage crisis situations with children and families;
- o. ability to coordinate client services with other service providers to ensure service delivery through: networking, chairing meetings, addressing conflict and negotiating solutions and influencing service providers;
- p. ability to apply evidence-based practices;
- q. knowledgeable of and ability to coordinate respite services;
- r. maintain confidentiality;
- s. follow direction, and work with minimal supervision;
- t. work as a member of a team;
- u. working knowledge of: systems theory as it applies to Anishinabek families, school, community and social service organizations, children's mental health and psychiatry;
- v. working knowledge of the developmental stages of children and families and be able to apply this knowledge in a sensitive manner to Anishinabek children and their families;
- w. sound knowledge of the Child and Family Services Act, the Mental Health Act, other relevant legislation and the application of child protection measures;

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### **CONDITIONS OF EMPLOYMENT**

- a. satisfactory Criminal Records Search;
- b. a valid Standard First Aid/CPR with a level “C” Certificate is recommended;
- c. work flexible hours, according to the needs of families;
- d. travel within the city of Thunder Bay;
- e. work in the homes and locations familiar to client families;
- f. must possess a Class “G” Driver’s License and have access to a reliable personal vehicle.

**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.