

	<b>JOB DESCRIPTION</b>		
	<b>Position Title:</b> <b>Program:</b> <b>Service:</b> <b>Accountable to:</b>	<b>ALTERNATIVE CARE WORKER</b> Child Welfare Residential Alternative Care Alternative Care Service Manager	
<b>Issued By:</b> <b>Date Issued:</b>		<b>Date Revised:</b> <b>Classification:</b>	

## PURPOSE AND SUMMARY

Under the direction of the Alternative Care Service Manager, the Alternative Care Worker is responsible for providing the protection and care of children by performing duties of Alternative Care and Adoption 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.

## DUTIES AND RESPONSIBILITIES

### 1. Alternative Care Responsibilities

Under the direction of the Alternative Care Service Manager, the Alternative Care Worker is responsible for:

- a. recruiting, providing orientation and pre-service training to adults interested in caring for children brought in to the agency's care;
- b. completing home studies, including assessments, reference checks and criminal records checks on prospective alternative care parents;
- c. receiving and reviewing placement requests;
- d. identifying potential placement resources and ensuring that resources are available at any hour;
- e. notifying Worker and providing background on alternative care family and ensuring that Worker will contact alternative care family to provide more information regarding the child and arranging for pre-placement visits;
- f. discussing with alternative care parents any concerns following pre-placement visit and sharing that information with the child's worker in order to finalize the placement;
- g. providing ongoing support to alternative care parents;
- h. completing 7-day, 30-day and 90-day visits with the alternative care parents and at minimum quarterly visits thereafter as prescribed in the regulations; providing other support visits as requested;
- i. gathering information from children's workers for inclusion in annual re-assessments of each alternative care home;

- j. providing in-service training opportunities for alternative care parents;
- k. arranging for respite care for alternative care parents when appropriate;
- l. documenting and recording the agency's involvement in the lives of children.

## 2. **Adoption Responsibilities**

Under the direction of the Alternative Care Service Manager, the Alternative Care Worker is responsible for:

- a. recruiting, assessing and supporting permanent family placements for children in the adoptive process;
- b. providing casework service to post adoptive families and individuals;
- c. providing counseling during pre and post reunion;
- d. witnessing Adoption Consents;
- e. conducting periodic visits to discuss progress, issues and problems with children and adoptive parents;
- f. identifying, assessing and advising on placement needs of children from this and other agencies;
- g. presenting information about child(ren) to potential resource; undertaking pre-placement visits with children/family/alternative care family/potential adoptive family;
- h. preparing children for adoption placement including preparation and use of life books;
- i. completing documentation and maintaining files as required;
- j. completing legal requirement including court process.

## 3. **Other Responsibilities**

Under the direction of the Alternative Care Service Manager, the Alternative Care worker is responsible for:

- a. scheduling and providing direction to Prime Workers that is consistent, appropriate and adequate in the performance of their duties and responsibilities, i.e., responding, assessing, planning, implementing, evaluating, documenting.

## 4. **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.

## **QUALIFICATIONS**

### **1. Education**

A minimum two-year Human Services Worker 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.
- c) 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. knowledge of theories of human behavior and ability to apply in assessment and planning;
- b. knowledge of risk assessments; counselling skills, child abuse 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 Criminal Records Search;
- b. 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;
- c. must possess a Class “G” Driver’s Licence and have access to a personal vehicle with \$1 million dollar liability.

**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.