

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	FAMILY WELLNESS WORKER Child Welfare Family Wellness Manager	
Issued By: Date Issued:	Kathy Campbell	Date Revised: Classification:	September 2018

PURPOSE AND SUMMARY

Under the direction of the Family Wellness Manager, the Family Wellness Worker will provide guidance and support to families in order to promote safety, success and well-being for families. The Family Wellness Worker is responsible to work with families that require additional support and guidance in order to maintain family unity or reunification in a manner that respects and incorporates the concept of family centered, culturally appropriate, and community-based care. The Family Wellness Worker will complete kinship searches to facilitate permanency with the intended outcome to prevent admission to care and to expedite the return of the children recently placed in care. The Family Wellness Worker is responsible for providing the protection of children by performing duties of Intake, Protection, and Emergency after Hours, and Kinship as required, in accordance with Provisions of Dilico Anishinabek Family Care's Mikinaak Service Model, the Child, Youth and Family Services Act, Ministry Regulations and Standards, and Dilico Anishinabek Family Care policies and procedures.

DUTIES AND RESPONSIBILITIES

Under the direction of the Family Wellness Manager, the Family Wellness Worker is responsible for:

1. Support Prevention and Family Support Responsibilities

- a. Responsible for guidance and support to children and families;
- b. Engage families and communities to direct and promote family well-being;
- c. Increase and promote natural family wellness and health through family and community supports in order to prevent family breakdown;
- d. Build on existing natural family and community helpers to support family reunification;
- e. Arrange and facilitate case conferences that include children, family, community, and First Nation(s);
- f. In conjunction with the family, community and First Nation develop the Family Support and Safety Plan;

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- g. Plan, participate and coordinate cultural, recreational and social programming for the children and family to promote success and well-being;
- h. Connect children and families to community support, as identified in the Family Support and Safety Plan;
- i. Support the family to connect with natural and community supports;
- j. Arrange for traditional healing including access to an Elder, as determined by the family;
- k. Facilitate traditional ceremonies as determined by the family;
- l. Assist the family to access community resources as needed;
- m. Facilitate and support the family to engage in community activities that promote family well-being;
- n. Participate in team meetings and training as per policies and procedures;
- o. Participate in program evaluation;
- p. Act as a resource to the First Nation Family Support Worker in the performance of their duties and responsibilities, i.e., responding, assessing, planning, implementing, evaluating, documenting;
- q. Participate in the Family Support Worker's activities as a resource person - recommending, assisting, and acting as required/requested;
- r. Personally and professionally becoming familiar with assigned Councils and communities by regular, frequent visits and direct involvement;
- s. Coordinate and/or participate in the provision of an immediate response to individuals, families and/or communities experiencing a crisis, e.g., death of a parent, etc.

2. Prevention Work and Family Service Responsibilities

- a. Receiving and reviewing referrals and requests for service to determine eligibility and jurisdiction; interviewing sources of service referrals/requests to obtain and record detailed intake information; assessing nature of referral/request and identifying immediacy of intervention required; referring non Child Welfare related matters to other resources or agencies, as appropriate;
- b. Case conceptualization and case formulation, targeted prevention work. Ensuring informed consent (literacy);
- c. Providing crisis intervention support; informing clients of other community resource services available; and supporting the empowerment of clients during the development of service plans, goals and agreements;
- d. Initiating and facilitating the referral of clients to Dilico services and external community service organizations consistent with the proposed service plan; coordinating service requirements and advocating on behalf of clients to ensure the receipt of appropriate and timely services; participating in consultations and case conferences with the client and being an ally in treatment; early intervention role;

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- e. Providing information and advisory services to clients and members of the community/First Nation regarding the provisions and requirements of the CFYSA and Services/Programs of Dilico.
- f. Conducting child protection investigations including reviewing any relevant child protection records, conducting investigative interviews of children, caregivers, other family members and appropriate additional information sources such as school personnel, police and neighbors;
- g. Gathering thorough information and conducting an assessment of the immediate safety of the children at the point of first contact; intervening in crisis situations and initiating a range of immediate protective action, as required, which may include movement of children at risk to a place of safety as mandated by the CFYSA;
- h. Determining the need for and recommending admission of children to care as required; coordinating and facilitating admissions by advising the Alternative Care Children Services of all relevant case information, preparing required documents, addressing separation issues, and providing support to the child and family in the admission process; providing information and consultation to other relevant Workers and/or alternative care parents regarding case information and the specific needs of children who are being transferred into Dilico's care; managing child care files as required;
- i. Ensuring the Family Wellness Manager is consulted and updated at appropriate points as required;
- j. Preparing accurate, thorough and timely recording of case information including case notes, modules, reports, family case histories, correspondence and legal forms, as required by the Child, Youth and Family Services Act and Dilico policy.
- k. Initiating a relationship with the child and the family to facilitate an accurate and thorough intake and client needs; informing the service plan and effectively responding to problems and reducing the potential for risk to the child(ren);
- l. Implementing the service plan with the child and family including appropriate management of the therapeutic relationship, or referring to counseling services for the child and the family and conducting an ongoing assessment of any child protection issues and the level of risk to children in the home;
- m. Maximizing the participation of other internal and external service providers as appropriate in the development and review of the service plan through facilitating referrals, coordinating among service providers, and advocating to ensure the receipt of appropriate and timely services; leading and participating in consultations and case conferences with the client, service providers and First Nations;
- n. Coordinating requirements for court hearings including preparing evidentiary materials; informing family members and First Nations regarding court procedures, reviewing case information with lawyers, and arranging for, or notifying, witnesses; appearing as a witness in Child

Welfare, to give evidence in support of the agency's recommendation and acting as a support and advocate for the child and family;

3. Emergency After Hours On-Call Worker Responsibilities

- a. Maintaining ability to be contacted during all on-call times;
- b. Receiving and reviewing referrals and requests for service to determine eligibility and jurisdiction; assessing nature of referral/request and identifying immediacy of intervention required; referring non Child Welfare related matters to other resources or agencies, as appropriate;
- c. Interviewing sources of service referrals/requests to obtain and record detailed intake information;
- d. Investigating to gather thorough information and conducting an assessment of the immediate safety of the children at the point of first contact;
- e. Developing an appropriate plan to meet the emergency Child Welfare needs of the child and family as indicated by the assessment;
- f. Intervening in crisis situations and initiating immediate protection action, as required, which may include movement of children at risk to a place of safety as mandated by the CYFSA;
- g. Ensuring the Emergency After Hours Supervisor is included at all identified points of the investigation and/or apprehension process;
- h. Preparing and forwarding accurate, thorough and timely case information documentation including case notes, and modules.

5. Other Responsibilities

- a. Provides 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.

6. 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;

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- 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;
- g. Ensuring accuracy, confidentiality and safekeeping of agency records;
- h. Participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. **Education**

Minimum post-secondary education; preference in area of Indigenous Studies or related Human Services diploma with a minimum 3 year of experience in community-based models. A combination of skills, education, and life learning specific to traditional knowledge may be considered.

An individual who is of Anishinabe ancestry with understanding, practice and sharing of Anishinabe history, culture, traditions, ceremonies and values 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, 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;

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- 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 Service Manager in relation to service requirements;
- c. Must possess a valid Class G Driver’s License and access to a reliable 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.