



## **MNAASGED CHILD AND FAMILY SERVICES, EMPLOYMENT OPPORTUNITY – ALTERNATIVE CARE HELPER**

### **GENERAL DESCRIPTION**

Reporting to the Mnaasged Child and Family Services (MCFS) Alternative Care Supervisor, the Alternative Care Helper is responsible for providing support to Alternative Care Providers, as well as the recruitment and retention of Alternative Care homes. The Alternative Care Helper will conduct Home Assessments in accordance with agency procedures and Ministry guidelines. Additionally, the Alternative Care Helper is responsible for the coordination of Alternative Care services to ensure that children and youth in the care of the Children's Aid Society receive optimum wholistic care, and that the services meet Society and Ministry standards. The Alternative Care Helper functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of MCFS and contributes to the accomplishment of the strategic priorities.

### **RESPONSIBILITIES:**

#### **Support Functions:**

- Assess, monitor and support Alternative Care services to ensure that children and youth in the care of the Society receive optimum wholistic care, and that the services meet Society and Ministry standards.
- Maintaining detailed records of Alternative Care homes and files of Children in Alternative Care
- Completing intervention plans when a concern or allegation has been identified with an Alternative Care home;

#### **Collaterals/Meetings/Case Conferences/Reports**

- Attending case conferences with Child In Care Helper or Child Protection Helper when requested;
- Working cooperatively with Child In Care Helpers to support placement;
- Working with First Nation(s) and external agencies to help recruit, assess and support an increase of Indigenous alternative care homes;
- Collaboratively develop Plan of Care Reports specific to the placement of children in Alternative Care
- Access additional services and supports within MCFS service departments to provide quality care to the Alternative Care child or youth

#### **Case Management**

- Completing ongoing assessment and revisions to status and needs of the Alternative Care home ;
- Meeting regularly with the Child in Care Helper and Child Protection Helper to ensure that the Alternative Care homes are providing quality care, and that the needs of the Alternative Care home are taken into consideration;
- Ensuring a minimum of monthly visits with each Alternative Care home and children placed in the Alternative Care homes;
- Advocacy on behalf of the Alternative Care providers and/or Alternative Care child or youth as required
- Completing ongoing assessment of needs for Alternative Care child or youth where individual Plan of Cares are developed
- Assessing and collaborating resources to identify and support the multiple needs of Alternative Care child or youth
- Proper documentation as per Ministry and Legislative guidelines and requirements for reports and forms detailing the needs of the Alternative Care child or youth and the support and/or services being provided

#### **Program Specific**



- Assisting in developing an annual training plan through consultation with staff and Alternative Care Providers;
- Participate in afterhours/on-call support
- Participating in regular review and revision of policies, procedures and manuals related to the Alternative Care program.
- Organizing and coordinating recognition and social events Agency duties and responsibilities
- Facilitating outreach and/or recruitment initiatives

#### **Participating in MCFS team meetings.**

- Participating willingly and constructively in the supervision and evaluation process with the Alternative Care Supervisor.
- Working as a team member by presenting information and recommendations in an objective and articulate manner during meetings and when working with staff.
- Ensuring confidentiality and safekeeping of all Board, MCFS and First Nation documents and records.
- Submitting regular monthly travel and time sheets.
- Complete and submit required documentation for monthly per diems' payments to Alternative Care Providers to the Alternative Care Supervisor.
- Complete all data entry as required within the agency's current data base.
- Performing other duties as requested.

#### **QUALIFICATIONS**

##### **Minimum Education**

Preferred University Degree in Social Work

Required College Diploma in Human Services.

##### **Minimum Experience**

Two (2) years' direct experience in a social services agency providing case management support for children in care  
Equivalent combination of training and experience may be considered

#### **Knowledge Requirements**

- Knowledge of MCFS programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Indigenous culture, and traditions
- Strong knowledge of the Child, Youth and Family Services Act, Eligibility Spectrum, Ontario Safety Assessment, Family Risk Assessment and Strengths and Needs Assessment
- Understanding of Trauma Informed Care and how that influences all engagements and processes
- Knowledge of Child Welfare initiatives and legislation changes and trends
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies

#### **SPECIAL SKILLS**

- Excellent computer skills with MS Office software
- Strong interpersonal skills
- Conflict Resolution skills
- Excellent oral and written communication skills
- Excellent organizational and planning skills
- Excellent time management skills



**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, unrestricted access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage

**SALARY**            **\$46,000 – 50,000.00**

**Hours of Work**

Hours of work are generally 8:30 am – 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches. As well, the successful candidate must be able to work as required some evenings and weekends

**This is a permanent full-time position.**

**Pension and benefits become available upon completion of 6-month probationary period**

**CLOSING DATE: Thursday, December 8, 2022 at 4:00 pm**

**Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.**

**Anyone requiring more information about our agency or this position may contact:**

**Carol Antone, Human Resources Developer**

**hr.developer@mnaasged.com**

**(519) 289-1117 ext. 237**

**Please forward your cover letter, resume and 3 working references letters via email or mail to:**

**confidential.hr@mnaasged.com**

**CONFIDENTIAL - Human Resource Department**

**Mnaasged Child and Family Services**

**311 Jubilee Rd. Muncney, ON N0L 1Y0**