



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;
- 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;

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 - both unannounced and announced - with each Alternative Care home;
- Advocacy on behalf of the Alternative Care providers and/or Alternative Care child or youth as required.

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

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 Human Services
Required College Diploma in Human Services.

Minimum Experience

Two (2) years' direct experience in a social services agency



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 and Family Services Act, Eligibility Spectrum, Ontario Safety Assessment, Family Risk Assessment and Strengths and Needs Assessment
- 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
- 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, access to a vehicle and the ability to travel

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: Friday, August 27, 2021 at 4:30 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:

**Allen Deleary, Human Resources Developer
allen.deleary@mnaasged.com
(519) 289-1117 ext. 237**

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

**Human Resource Department
Mnaasged Child and Family Services
311 Jubilee Rd. Muncey, ON N0L 1Y0
allen.deleary@mnaasged.com**

Telephone: 519-289-1117, Fax: 519-289-289-3068

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