



# **Dnaagdawenmag Binnoojiiyag**

## **Child & Family Services**

517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

### **Employment Opportunity – Extended Posting**

Alternative Care Resource Manager – Full Time  
Secondment May Be Considered

#### **Purpose of the Position:**

Reporting to the Director of Services, the Alternative Care Resource Manager has responsibility for the development, implementation and updating of service delivery policies and procedures, for the preparation of the departmental annual departmental service plan; for the preparation of reports as required; provide guidance and coordination of Front Line staff within the department of Alternative Care Services or as otherwise assigned by the Executive Director and Director of Services; and for any other duties that may be assigned by the Executive Director. In addition, during the period of development of Alternate Care Services, the Alternative Care Resource Manager may also be required to carry out duties ordinarily performed by Alternative Care Workers as outlined herein.

#### **Responsibilities:**

##### **1. Service:**

- Ensures the provision of fair, equitable, respectful and culturally relevant service to First Nations/ I n d i g e n o u s children and families, consistent with the vision, mission and values of Dnaagdawenmag Binnoojiiyag;
- Collaborates with relevant communities to explore options and alternative strategies to address complex issues affecting First Nations/Indigenous children and families;
- Oversees the provision of service to children, youth and alternative care families ensuring that the physical, familial, emotional, cultural, spiritual, educational and social needs are met;
- Ensures the prompt assignment, transfer and closing of cases and maintains detailed records and systems for tracking cases;
- Ensures compliance with processes and standards governed by legislation and regulation;
- Evaluates the effectiveness of interventions and/or treatment and care plans and provides guidance to workers on service decisions;
- Ensures the effective coordination and integration of services, to address the needs of children, youth and alternative caregivers.

##### **2. Planning, Development and Implementation:**

- Participates as a member of the Management Team of the agency in the ongoing evaluation and review of intake, child protection, and on call services, to ensure, the provision of culturally appropriate and relevant services to First Nations/Indigenous children and alternative care families;
- Works with the Director of Services and Executive Director to identify policy gaps in relation to current and developing service practices;
- Ensures compliance with, and the consistent application of the CFSA and applicable standards and regulations and Dnaagdawenmag Binnoojiiyag policies, procedures and protocols;
- Participates as a member of the management team, in the development of progressive policies, procedures, guidelines and standards as they relate to the delivery of child and family services;
- Analyzes service issues and contributes to facilitating positive change by advocating for

and supporting the necessary systemic changes;

- Collects and analyzes service data and submits reports to the Director of Services, and Executive Director on a regular basis.

### 3. Human Resources Management

- Provides leadership, direction, guidance, support and ongoing supervision to the team of Front Line staff and ensures understanding and alignment with mission, vision, values and strategic priorities of Dnaagdawenmag Binnoojiiyag;
- Provides day-to-day coaching and feedback to workers on their performance; identifies developmental needs and formulates strategies to address gaps in performance.

### 4. Community Relations

- Participates in opportunities with other agencies where appropriate, and establishes and maintains effective working relationships;
- Develops and maintains protocols with external agencies where appropriate;
- Communicates and explains Agency and Ministry policy to First Nations/Indigenous communities via regular contact and ongoing dialogue with community members and staff as requested.

### 5. Other Duties

- Ensures the effective implementation of other duties as determined by the Executive Director.

### 6. Duties Regarding Development of the Alternative Care Program

- **The Alternative Care Resource Manager will be responsible for the development and management of the Alternative Care programs of DBCFS. When the program is operational the incumbent will be responsible to oversee, supervise and manage all aspects of this program; during program development, the Alternative Care Resource Manager will be called upon to carry out duties that will ultimately rest with Front Line staff.**

### Preferred Requirements

The successful applicant should have:

- a MSW/BSW from a recognized school of Social Work or a combination of child welfare experience within First Nations/Indigenous communities and education.
- Two (2) years of previous supervisory experience within a social service context
- Experience in working with culturally appropriate service models for First Nations/Indigenous people
- must be willing to travel, possess a valid class "G" driver's license and a reliable vehicle with a \$2 million rider liability
- ability to provide an acceptable Driver's Abstract
- ability to provide an acceptable CPIC with VPSS and be bondable
- must be willing to work flexible hours

### Knowledge Requirements

The successful applicant will show:

- Commitment to understanding and supporting the Dnaagdawenmag Binnoojiiyag service delivery model and organizational service policies;
- Demonstrated ability to research community needs, plan community-based services and prepare written reports on such research and planning;
- Commitment to providing services in ways that respect First Nations/Indigenous cultural and spiritual practices;

- Knowledge of and commitment to the development of alternative, non-punitive healing approaches that are derived from Indigenous culture;
- Willingness and ability to support both traditional and contemporary healing practices and experience in working with Elders, Healers and contemporary helpers;
- Demonstrate knowledge of all relevant legislation including but not limited to the *Child & Family Services Act especially Part X, Youth Criminal Justice Act, Mental Health Act, Ontario Labour Code, Employment Standards Act, Human Rights Code, Occupational Health and Safety Act* and other relevant legislation;
- Knowledge of treatment theories for the assessment, planning and development of treatment services.

### **Ability Requirements**

The successful applicant(s) will show the ability to:

- Communicate effectively in writing and verbally.
- Demonstrate excellent management and administrative skills;
- Demonstrate proficiency with various software packages including but not limited to word processing, database and or spreadsheet applications;
- Demonstrate excellent analytical skills in order to evaluate program needs and results;
- Ability to organize and prioritize a variety of competing and urgent demands;
- Demonstrate strong supervisory and management skills in order to effectively lead and motivate teams.

**Salary Range: \$75,000 to \$85,000**

**Closing Date: Open Until Filled (First Screening Friday, May 12, 2017)  
Only those selected will be contacted for an interview.**

**For questions and a full Job Description please email [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)**

**Please send cover letter, resume and 3 work related references to:**

Laurie Paudash, HR Manager  
Dnaagdawenmag Binnoojiiyag Child & Family Services,  
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K9J 0E6  
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Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

### **Notes:**

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. Secondment may be considered.