



Tłıchǫ Community Services Agency
Do, Nàke Lani Nàts'etso – Strong Like Two

IDENTIFICATION

Department		Position Title	
Tłıchǫ Community Services Agency		Foster Care and Adoption Social Worker	
Position Number	Community	Division/Region	
27-15218	Behchokǫ	Health and Social Program / Tłıchǫ	

PURPOSE OF THE POSITION

The Foster Care and Adoption Social Worker position is responsible for the effective and efficient delivery of Child and Youth placement services and programs in the Behchokǫ region of the Northwest Territories. This position provides leadership and consultation to staff and community members and coordinates and manages direct program delivery within the context of appropriate legislation, policies and standards.

SCOPE

The Tłıchǫ Community Services Agency (TCSA) manages the delivery of a range of integrated public Government of the Northwest Territories (GNWT) and First Nations health, wellness and education programs and services for the Tłıchǫ communities of Behchokǫ, Gametì, Wekweetì and Whatì.

Established in 2005 as part of the Tłıchǫ Agreement, the Agency is designed to be an interim GNWT organization through which the Tłıchǫ Government will eventually exercise their treaty rights for self-government. The Agency serves approximately 3,000 people. Programs and services include K-12 education, health and wellness, child and family services, mental health and addictions, an 18-bed Long Term Care Facility, continuing care and independent living.

The Tłıchǫ Community Services Agency vision "Strong Like Two People" is a metaphor for the desire by community leadership to build an organization and create programs and services that recognize the strength and importance of two cultures. Local Tłıchǫ and non-Tłıchǫ knowledge have complementary strengths, which together can achieve solutions to contemporary problems which neither could alone.

Located in Behchokq the Foster Care and Adoption Social Worker (FC&A Social Worker) reports to the Regional Supervisor, Child and Family Services, and is responsible for ensuring the appropriate placement of children and youth from the Tłıchq region. In this capacity, the FC&A Social Worker assists front line child protection staff and their supervisors with training, orientation, placement and support of Foster Homes in the Tłıchq region.

The FC&A Social Worker will develop and implement strategies relating to the recruitment of foster parents in isolated communities. They will provide information to, and complete home studies with potential adoptive homes. The incumbent plays a critical liaison role between TCSA, the client, the Department of Health and Social Services (DHSS), and other community stakeholders to ensure that individuals have access to the care that they need. They will also act as a liaison with Community Leaders, Non-Government Organizations (NGOs), and other Government Departments to ensure proper service delivery in their program areas.

The client base for this position is the population of the four (4) communities that comprise the Tłıchq region.

The FC&A Social Worker plays a key role in planning, development, coordination and evaluation of Foster Care services, Adoption services and regional group homes, where applicable. The incumbent ensures that this work is carried out in collaboration with the DHSS as well as other Government Departments, community agencies and community governments.

The incumbent, in conjunction with the CFS Supervisor/Manager is responsible and accountable for the allocation of resources in terms of direct service delivery.

The requirements of this position may include the performance of on-call duties, and for keeping CFS Supervisors and staff up to date on the work in the region.

RESPONSIBILITIES

1. Provide leadership and model best practice methodology to Community Social Service Workers in the areas of the Foster Care and Adoption programs.

- Provide placement consultations with regards to foster care.
- Act as a resource for front line staff in determining appropriate placements for children and youth with particular placement needs.
- Liaise with approved Child and Youth treatment programs.
- Listen and respond to foster parent, group home proprietor (where applicable) and staff ideas, strategies and concerns.
- Participate in effective two-way communication with all staff and placement resources.
- Assist staff members to acquire knowledge and skills related to the Foster Care Program.
- Model best practice in terms of decision making.
- Demonstrate leadership and make effective decisions in a timely manner via the Supervisor, CFS guidance.
- Complete Home Studies and all required documentation for Adoptions (as needed).

2. Ensure TCSA regional placement resources receive appropriate support, training and compensation.

- Provide guidance in working with the DHSS, the TCSA, Child and Family Services Supervisors and Community Social Service Workers (CSSWs) in the delivery and implementation of a training program, in keeping with the philosophy and vision of the program.
- Provide an orientation to new foster parents on Foster Care services in the TCSA in Thichó, and the outlying communities.
- Complete annual foster home reviews in the region and follow up on recommendations for training and any other items related to enhancing the program.
- Identify training needs for foster parents, community placements; develop training resources and venues to meet identified training needs.
- Assist the TCSA and Regional management team with the development of operational standards, policy and program manuals.
- Research and identify methods of improving efficiency and effectiveness of the delivery of placement services.
- In collaboration with the CSSWs, maintain up to date placement lists with contact information and ensure timely and accurate payment of foster parents.
- Conduct monthly meetings with Foster parents either virtually or face-to-face.

3. Participate in the research and planning activities designed to ensure that the child and youth placement needs are identified and programs are planned to meet these needs. This includes in making recommendations to the Regional Manager, Child and Family Services and Supervisors regarding resource allocation.

- Compile data to support recommendations for programs and services including the completion of monthly occupancy reports.
- Compile and maintain monthly, quarterly and annual statistical reporting.
- Evaluate the effectiveness of Foster Care Programs and other placement resources in the communities.
- Collaborate with CSSWs to ensure the special needs assessment tools are completed accurately within timelines, and provide recommendations to the appropriate Supervisor/Manager to assist with the determination of appropriate foster care rates.
- Develop a communication method to regularly deliver information to foster parents.

4. Oversee and provide support for adoption services in accordance with established standards and procedures.

- Raise community awareness about the importance and value of adoption.
- Provide information/support to CSSWs, families, and community organizations regarding adoption services. These services include but are not limited to: departmental adoptions, private adoptions, step-parent adoptions, interprovincial adoptions, inter-country adoptions, and indigenous custom adoptions.
- Organize planned activities and participate in National Adoption Awareness Month.
- Complete adoption family assessments, pre-placement reports, and other related tasks.
- Provide support for families throughout the adoption process.
- Ensure practice is in line with established standards and procedures.

5. Provide direct service delivery of the Child and Family Service program, within applicable legislation, regulations, policies, and standards of TCSA and DHSS.

- Respond to reported concerns and complaints and begins the investigation process within 24 hours.
- Provide voluntary support services to children and families.
- Provide voluntary support services to children 16 to 19 years of age within the guidelines of the legislation and Departmental Policies.
- Investigate a child protection report by conducting interviews with all appropriate parties in order to determine if a child is in need of protection as outlined in the legislation.
- Develop and implement Plan of Care Agreements to provide services when there are child protection concerns.
- Coordinate the court activities that will include preparation, filing, and serving of documents, presenting child protection cases in court, consulting with and instructing legal counsel acting on behalf of the Director.
- Implement and monitor case plan which may include referrals to other care facilities, community partners and/or service providers.
- Facilitate foster home care including the application, development, assistance with recruitment, and support to foster parents.
- Place children in foster homes and actively monitor the placement ensuring minimum contacts are met as per CFS Standards.
- Maintain up to date documentation on the CFS physical and electronic files.
- Complete statistical data to forward to the Supervisor/Manager.

6. Support, enhance and develop placement resources in the Yellowknife Region.

- Responsible for the management of the contract with group home services, where applicable.
- Where applicable, liaise with group home proprietor to ensure their issues and concerns are addressed and that they are fulfilling the commitments of their contract.
- Where applicable, develop admission criteria and Admission Committee for the Child and Family Services Group Home.
- Develop recruitment and publicity campaign for the foster care and adoption program.

WORKING CONDITIONS

Physical Demands

The incumbent may have to lift and carry children.

Environmental Conditions

Approximately, fifty percent (50%) of each day will involve exposure to communicable diseases while in home situations and while seeing clients/patients in the office.

Sensory Demands

40% of the work day involves the provision of focused listening and observation for verbal and nonverbal communications during interviews, meetings, court proceedings and interactions with children, youth, young adults and adults. The intensity is significant because emotional situations can distort communications, resulting in misunderstanding, misinterpretation and miscommunication.

Mental Demands

The incumbent will receive unscheduled calls after hours, weekends and statutory holidays and will need to respond immediately to situations.

The incumbent will be required to make decisions impacting the lives of children, youth and families during times of intense stress. These situations are often unpredictable as the parties are highly likely to be agitated and may be under the influence of substances. This creates hostile situations that can quickly pose a significant safety risk. This can occur on a weekly basis.

The incumbent both hears and experiences a high level of trauma daily which contributes to their own vicarious trauma. Clients and families will share their stories of residential school, 60s scoop, being in the child welfare system and the abuse and trauma experienced. The FC&A Social Worker will need to understand the traumatic history and work towards reconciliation in a culturally safe and anti-racist manner and as such may experience inner conflict and guilt.

Occurring up to 5 times per month approximately with a high degree of intensity, the role requires working with various high-risk clients including those who have committed violent acts of physical and sexual assault, and those who struggle with serious mental health illness, etc. During an apprehension there is the threat of physical confrontation with clients who are high risk and may be intoxicated or under the influence of substances:

The incumbent may experience threats made by parents/family toward them during both work and off hours, including in person.

Living in a northern community and the incumbent is required to travel in small aircraft or winter road (ice road) to other communities, where there may be the risk of being 'weathered' in during certain times of the year. As well some communities have limited number of amenities (food, hotel, etc.).

Moderate travel 6 to 8 times per year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of child welfare and social work in rural/remote and predominately indigenous communities.
- Knowledge of and/or the ability to acquire and apply knowledge of *the Child and Family Services Act, Adoptions Act* and their regulations, standards, and guidelines.

- Knowledge of and/or the ability to acquire and apply knowledge of other related legislation and policies such as Youth Criminal Justice Act and Mental Health Act.
- Knowledge of dealing with non-voluntary clients in adverse situations.
- Knowledge of child development, family dynamics, risk assessments, resiliency, and the impact of trauma and child protection theories and models of practice.
- Knowledge of all applicable anti-racist and cultural safety frameworks and practices.
- Knowledge of Social Work theory, standards of practice, ethics and policies.
- Knowledge relating to colonization, Canada's assimilation policies, residential school, child welfare legacy in Canada, and impacts upon Indigenous population.
- Ability to acquire knowledge and sensitivity regarding the geographical and cultural needs of the community, and ability to understand how community and culture impact the delivery of health and social care.
- Written and verbal communication skills
- Interpersonal mediation and conflict resolution skills and the ability to diffuse potentially critical situations.
- Investigation, Counseling and Case Management skills.
- Mentoring and supervision skills.
- Skills relating to word processing, spreadsheets, and electronic charting software.
- Skills and abilities to deal with crisis management as it pertains to life threatening situations, such as domestic violence and the prevention of suicide.
- Ability to communicate (orally) effectively in a cross-cultural setting.
- Ability to advocate in a positive manner to build community supports and resources.
- Ability to draft written documents, which are clear, concise and easy to understand by both professionals and non-professionals.
- Ability to adhere to a professional code of ethics.
- Ability to work as a team member in a multi-disciplinary setting.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Social Work and one (1) year of Human Services or Community, Child and/or Family Services experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices.

The incumbent must have and maintain a valid class 5 Driver's License.

Able to obtain NWT Child Protection Appointment within a reasonable period of time.

Able to obtain NWT Adoption Worker Appointment within a reasonable period of time.

TCSA Requirements

Incumbent will receive statutory and competency training as a Child Protection Worker and will be required to provide child protection services when requested.

Within the region, the incumbent must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- Fire training
- Workplace Hazardous Materials Information System (WHMIS)
- Certification in First Aid & level C CPR/AED
- Non-violent Crisis Intervention
- Cultural Training
- Mental Health First Aid
- Applied Suicide Intervention Skills Training (ASIST)
- Workplace Safety
- Hand Washing Certificate
- Training under the Accreditation Canada Standards

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred