



Family Services Worker

Job Description

PURPOSE:

The Family Services Worker is a Full-Time Permanent Position and a member of the Gana-wen-da-wa-zo-win Team. The Family Service Worker is responsible for case management and service provision to children in care and their families.

ACCOUNTABILITY:

The Family Service Worker reports to the Ganawendaasowin Supervisor. The Family Service Worker is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjugamiing First Nation. To attend staff meetings and relevant training and workshops.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Family Service Worker are grouped under three major functions or roles, as specified below:

CASE MANAGER

As a Case Manager, the Family Services Worker will exercise the following functions for all cases under the First Nation's Community Care Program. In this role, the Family Service Worker will:

- Conduct intakes and follow-up on all referrals concerning needs of children and their families who are members of the Mitaanjugamiing First Nation living on and off the community.
- Review and assess the need for investigation in conjunction with the Mitaanjugamiing Gana-wen-da-wa-zo-win Team in consultation with the Resource Manager and Investigation Supervisor.
- The Family Service Worker will accompany the Investigation Worker if an investigation is warranted.
- In conjunction with the Ganawendaasowin Supervisor, the Family Service Worker prepares service plans for all cases requiring care and support for review within 30 days of intake and forwarded to the Resource Manager.
- Ensures that a Band Council Resolution and Care and Supervision Agreement is completed, signed and forwarded to Child Care and parent files.
- Open and maintain a case record on all cases being serviced. Feed all mandatory documents for residential and non-residential cases to the master file and ensure all files are compliant.
- Communicates regularly with the Ganawendaasowin Supervisor and/or other support staff at Weechi-it-te-win Family Services to ensure that valid and duplicate case records are maintained on all Mitaanjugamiing First Nation cases.

- Provide child placement logs and changes in the placements to Weechi-it-te-win Family Services immediately to ensure that appropriate maintenance payments are made to caregivers.
- Consult with other First Nation services i.e.: elders and external services on the provision and coordination of services to children and their families.
- Advocate when necessary, on behalf of clients for other service within the community and/or external agencies to ensure that clients have access to needed services identified in the service plan.
- Review cases on a monthly basis with Gana-wen-da-wa-zo-win, Supervisor and WFS team to assess progress and to make adjustments in the service plan according to the changing needs of the client(s).
- Consult with and liaise with members of the extended family, as needed throughout the course of the case upon authorization of the client. (See attached form).
- Consults with the Ganawendaasowin Supervisor in matching children and caregivers when children are placed.
- Consults with the Gana-wen-da-wa-zo-win, parent(s), child (ren), caregiver(s), members of the extended family (as needed), Stanjikoming Gana-wen-da-wa-zo-win Team and Weechi-it-te-win Family Services Team (WFS), toward agreement on case closure.

SERVICE PROVISION

The Family Services Worker will provide primary care and support to children and their families requiring services as determined by the First Nations Community Care Programs. In this role, the FSW will:

- Place children under customary care and informs Gana-wen-do-wa-zo-win of other protection arrangements.
- Is the primary worker for all children placed in customary care; and make protection arrangements; and non-residential cases as required.
- Provide information and referral services to the parent(s)/guardian(s) of all children, and their families.
- Provide required services to the parent(s)/guardian(s) of all children in care, focused on reunification.
- May chaperone and/or coordinate the transportation of children in care and their families and non-residential cases.
- Arranges, conducts, and supervises visits of children in care with their families and community in accordance with the service plan and plan of care.
- Provide private visits to all children in care within every 90 days.
- Assists in organizing and coordinating the activities of support groups, education workshops, preventative services and cultural activities with other Social Services staff.
- Provide support services to clients in child welfare court proceedings.
- In consultation with the Ganawendaasowin Supervisor, approves and completes safe home declarations for provisional homes on Mitaanjigamiing.

SERVICE ADMINISTRATION

The Family Services Worker will administer the Community Care Program of the First Nation in accordance with the First Nation's policy and direction. In this role, the FSW will:

- Complete monthly consolidated reports by the 10th of each month.

- Provides monthly consolidated reports to Ganawendaasowin Supervisor and First Nation Manager.
- Assist the Gana-wen-da-wa-zo-win Committee to plan policy and procedures to guide the operation of the First Nation's Brief Services Policy.
- Participates with the Ganawendaasowin Supervisor, the Family Counselor, Gana-wen-da-wa-zo-win Committee, and the First Nation's Manager in planning policies and procedure in relation to services.
- Participates in the consultation with the Ganawendaasowin Supervisor /First Nation Manager, in the development of an annual workplan for the community care program and program budget.
- Assists and supports the activities of the Gana-wen-da-wa-zo-win Committee.
- In conjunction with the Gana-wen-da-wa-zo-win Team, provides pertinent information to the Back-up Worker and WFS on-call system to ensure service provision, when the FSW is absent from the community.
- To perform all other duties that may be assigned by the Ganawendaasowin Supervisor.

OTHER DUTIES

- Must participate in any training pertaining to the position;
- Must attend bi-weekly staff meetings;
- Must attend weekly Gana-wen-da-wa-zo-win Team meetings; and
- May provide supportive counselling for all children within the community.

PRIMARY QUALIFICATIONS:

- Post-secondary diploma in social services or related field;
- Knowledge of Gana-wen-da-wa-zo-win Team and Committee program and structures;
- Knowledge of Child and Family Services Act and Weechi-it-te-win Family Services mandate;
- Knowledge of Part X of the Child and Family Services Act, Customary Care declarations and procedures;
- Experience in counseling and case management; and
- Computer skills and efficient with hardware/ software programs.

SECONDARY QUALIFICATIONS:

- Must have grade 12 diploma or equivalent;
- Experience in preparing and facilitating workshops.
- Must have experience in public speaking.
- Knowledge of the Ojibwe language is considered an asset;
- Knowledge of Mitaanjigamiing First Nation cultural protocols is preferred;
- Knowledge of Mitaanjigamiing First Nation services and how they assist with children and families;
- Knowledge of external agencies and services relating to children and families;
- Knowledge of Weechi-it-te-win Family Services program and structure and relationship with First Nations;

TERMS AND CONDITIONS:

- Must have a valid driver's license and access to a vehicle.
- Must provide a criminal reference check and drivers abstract that is satisfactory to the Mitaanjigamiing First Nation.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.