



Ganawendaasowin Alternative Care Coordinator

Job Description

GENERAL DESCRIPTION:

The Ganawendaasowin ACC is a full-time, permanent, and professional position and a member of the Ganawendaasowin Team. This position has a dual responsibility; the recruitment and support of alternative care homes on and off Mitaanjugamiing First Nation and ensures that all mandatory documentation is compliant to the master file as it relates to Caregivers. The Alternative Care Coordinator also has a duty to report.

ACCOUNTABILITY:

The Ganawendaasowin ACC reports to the Ganawendaasowin Supervisor and ensures adherence to Mitaanjugamiing First Nation policies and procedures along with the Addendum to Consolidated Services Agreement. The Ganawendaasowin ACC is responsible for the implementation of duties and responsibilities as outlined in the following job description. The Ganawendaasowin ACC will attend all relevant staff, community, and general band meetings when possible as well as relevant training and workshops.

The Ganawendaasowin ACC is also required by law to report suspected child abuse or neglect.

RESPONSIBILITIES AS GANAWENDAASOWIN ACC

- In the case of alternative care, the Ganawendaasowin ACC will submit alternative care documents to the Ganawendaasowin Supervisor and the Weechi-it-te-win Community Support Technician for approval.
- In consultation with the Ganawendaasowin Team, the Ganawendaasowin ACC matches children with caregivers and recommends placement selections for children.
- Case management documentation will be maintained to file compliant standards pertaining to MFN caregivers.
- Notifies the Ganawendaasowin Supervisor of any outstanding documentation of all files.
- Provides direction to the Team in the placements of children in care with approved caregivers under customary care and/or statutory care arrangements except in emergencies.

- Makes mandatory visits to alternative care homes within 7 days, 30 days, and 90 days and post placement visits to ensure support and compliance with standards or as directed by the Ganawendaasowin Supervisor.
 - Consults with Ganawendaasowin Supervisor before closing homes.
 - Recommends and documents necessary purchases for caregivers.
 - Ensure all caregivers get full access to CIC funds (i.e., holidays, cultural, seasonal clothing, and recreation).
 - Advertises, recruits, and maintains alternative care homes on and off reserve to meet the needs of Mitaanjugamiing First Nation for emergency, short term, and long-term homes.
 - Liaises with the Weechi-it-te-win CST, the Ganawendaasowin Team, and any external agencies in developing and maintaining an inventory of alternative care homes.
 - Conducts home studies and annual reviews of caregiver applicants.
 - In consultation with the GS, approves and completes safe home declarations.
 - Gets approval or rejection of caregiver homes from the Ganawendaasowin Supervisor and WFS CST.
 - Orients new caregivers to Weechi-it-te-win Family Services policy on the role of care giving.
 - Identifies training needs of caregivers and implements training programs as required with the support from WFS CST.
 - Prepares and processes caregiver expense claims
 - Organize and coordinates training for caregivers in collaboration with the Ganawendaasowin Team and the WFS CST.
 - Provide after-hour on-call services to community members as part of the rotation schedule and complete the necessary documents for signature to be included in the master file, prevention, or protection files.
 - Ensure the after-hours schedule is developed and sent to WFS on a monthly basis.
 - Obtain and ensure that protection card is renewed in a timely manner.
 - Completes a Consolidated Report before or on the 10th of every month.
 - Ensures that all documentations have all required signatures prior to faxing/filing.
 - Prepare Financial Service Request's for signatures and fax out.
 - Attends monthly case reviews and any other meetings relating to Ganawendaasowin Program
 - Sends out all mandatory documentation related to alternative care homes.
 - Recommends program expenditures to the Ganawendaasowin Supervisor.
 - Participates in case conferences/parent meetings/case reviews with internal and external resources to provide optimal care for their primary clients.
 - Prepares case notes of sessions and termination reports for inclusion in the master file.
 - Ensures that a Band Council Resolution and Care and Supervision Agreement is completed, signed and forwarded to Child Care and parent files.
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- Participate with the Ganawendaasowin Team in planning policies and procedure in relation to services. (team)

- Provide information and referral services to any client needing assistance.

OTHER DUTIES:

- Attend all bi-weekly Team meetings.
- Any other duties that are required by Ganawendaasowin Supervisor and First Nation Manager.

PRIMARY QUALIFICATIONS

- Diploma in social services or related experience.
- Working knowledge of Child youth and Family Services Act and Regulations;
- Working knowledge of the customs and practices of the Ganawendaasowin Program and the Weechi-it-te-win case management model, its procedures and documentation;
- Experience in case management will be considered an asset.
- Effective Facilitation skills
- Demonstrated computer skills
- Knowledge of community cultural/traditions
- Ability to speak the Ojibway language is an asset.
- Knowledge of MFN Customary Care Code.

SECONDARY QUALIFICATIONS

- Must have grade 12 diploma or equivalent;
- Experience in community development, group facilitation and preparing and presenting workshops/training;
- Experience in the recruitment and supervision of Alternative Care or Customary Care homes and training of caregivers;

TERMS AND CONDITIONS;

- Must have a valid driver's license and access to a vehicle. (or be willing to Obtain)
- Must provide a Vulnerable Sector Screening and drivers abstract that is satisfactory to the Mitaanjigamiing First Nation.
- Subject to Consolidated Services Agreement/Addendums & Budgets approved by Mitaanjigamiing First Nation and Weechi-it-te-win Family Services.
- Must be willing to sign an Oath of Confidentiality, Social Media Policy Conflict of Interest and Code of Conduct.