



Posted: July 5, 2023
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 hours per/week) position.

CHILD WELFARE PROTECTION WORKER **Health and Family Services**

The purpose of this position is:

- To provide leadership in ensuring the well-being of the children of the Curve Lake First Nation, and to provide services for the protection, care and supervision of children.
- To ensure the availability of, and access to, developmental, counseling and family/ child support programs and services for the Curve Lake First Nation.
- To assist in monitoring the effectiveness of the programs and services available to the children of the Curve Lake First Nation, and to assist in the developmental and maintenance of child welfare services documentation.

DUTIES:

The duties and responsibilities of this position are categorized into five main functions:

1. Case Management

- Ensure client files are complete and accurate
- Coordinate and facilitate customary care placements and prepare all required documents, supporting the child and family throughout the admission process
- Communicate regularly with Manager of Health and Family Services regarding client progress
- Provide crisis intervention and behaviour management techniques
- Ensure confidentiality of all clients (past and present) is maintained
- Identify and consult on accessing special programs as required
- Monitor, motivate and assist clients to meet their goals
- Participate in case meetings as applicable
- Make referrals to outside agencies
- Submit monthly client progress summary to Manager of Health and Family Services
- Ensure ongoing management of cases in accordance with First Nation standards and Ministry Child Protection standards
- Develop links with relevant communities on and off reserve to explore service options and strategies to address issues affecting First Nations children and families

2. Court

- Ensure accuracy, completion and proper filing of documents
- Ensure legislative requirements and timelines for serving notices are met
- Assists clients in preparation for court
- Prepares and presents evidence for Family Court when required
- Acts as a witness in child welfare, criminal and juvenile court matters

3. Investigations and Interventions

- Investigates and assesses allegations of child abuse and/or maltreatment



- Intervenes in crisis situations, assesses risk to children and determines action which may include the need for alternative placement
- Maintains current and comprehensive social history of the family on the case file

4. Support and Activities for Clients

- Involves clients/children in ongoing planning when possible
- Completes admission to care documentation and child background information forms for placement purposes
- Respond to holistic needs and recognizes a child's need for the support of extended family and First Nation community
- Maintains involvement of the natural parent and extended family where possible
- Supervises access visits between children in care and parents/caregivers when required
- Ensures natural parents receive assistance in addressing family healing so a child can be returned to home when possible
- Ensures life skills are learned through appropriate placement and support of placement

5. Administration

- Receive designation as an authorized Child Protection Worker
- Collect information for statistical purposes specific to clients and program
- Review reports to ensure information is complete and accurate
- Address critical incidents as per internal reporting mechanisms
- Participate in staff development activities as required
- Maintain accurate and complete verbal and written exchange of information to represent all activities while on duty (logs and reports)
- Participate actively in the case management process
- Prepare accurate and professional client case notes
- Attend and sit on community and organizational committees as requested
- Provide after hours services when required
- Performs other related duties as assigned by the Manager of Health & Family Services

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

EDUCATION:

- A University degree in Social Work or related field with minimum 2 years directly related work experience
- A College diploma in Social Services or related field with minimum 5 years related work experience

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Expert knowledge of the Child and Family Services Act, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines and Policy Directives
- Knowledge of Customary Care and the philosophy of service development/delivery with First Nations
- Knowledge of relevant legislative framework and policies reflecting current child welfare practice; including Federal legislation, First Nations specific case law, Indigenous rulings /declarations, traditional approaches and specific rulings about First Nation, Inuit, and Metis Children



- Thorough knowledge and understanding of First Nation history and culture and the history of Child Welfare as it pertains to First Nation, Indigenous, and Metis communities
- Experience with Case Management systems and procedures
- Ability to interpret and apply a wide range of social work practices, principles and First Nation practices in respect to protection and placement of children at risk, understanding the principles and goals of families in crisis
- Knowledge of Curve Lake First Nation resources and area agency resources for referral purposes
- Excellent interpersonal and counselling skills to work with a diverse client group
- Possess good time management, written and verbal communication skills, exercise good judgement
- Ability to instruct clients in relevant programs
- Experience and/or knowledge of report writing and file maintenance
- Analytical ability and effective problem-solving skills in assessing client needs
- Crisis intervention abilities (ingenuity and resourcefulness in developing alternative strategies to meet individualized programming)
- Behavioural management skills
- Demonstrated ability to advocate for clients
- Possess excellent computer skills including Microsoft Word, Excel, Access and PowerPoint
- Commitment to helping children and their families by providing strong services in ways that respect Anishnaabe culture and spiritual practices
- Ability to work within a multi-disciplinary team
- Knowledge of group dynamics, consultation and conflict resolution techniques

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position for 39.5 hours a week beginning immediately. Annual salary range for this position is \$63,310 - \$70,345

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Agnieszka Mlynarz, Human Resources Administrator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Wednesday July 19, 2023 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.