



Child & Family Prevention Services Coordinator

Reporting to Child & Family Wellbeing Manager

Child & Family Wellbeing Department/Health & Social Services

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:
Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

***flexing of hours
and “on-call” shift
coverage will be
required***

Salary:
Start Rate - **\$32.07 to
\$34.77 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

- ✓ Paid Vacation!
- ✓ Paid time off over
Holiday Shutdown!
- ✓ 14 Statutory
Holidays!
- ✓ Paid Sick Leave!
- ✓ Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)!
- ✓ Pension Plan with
Employer Match!

JOB SUMMARY:

The *Child & Family Prevention Services Coordinator* case manages and coordinates culturally appropriate support and prevention services for all families at risk of involvement or already involved with Child Welfare with the immediate goal of reducing the need for Child Protection services. Works as a team player; plans and updates Child Wellbeing Advocates regularly.

KEY JOB FUNCTIONS:

- Collaborates with Child Wellbeing Advocate(s) to support parents, providing prevention services to families to avoid out of home placement and work toward family reunification for child(ren) placed in alternative care.
- Liaisons with the Child Wellbeing Advocate(s) on each aspect of intervention from commencement to conclusion of a case file including but not limited to:
 - Referrals, investigations, monthly home visits.
 - Alternative Dispute Resolution (ADR).
 - Plans of Care for Child(ren).
 - Plans for Families.
 - Attends all court proceedings; and
 - Case manages families to encourage compliance with CAS requirements, recommendations and court ordered plans.
- Supports children in alternative care placements in accordance with the *Child & Family Services Act* and Ministry standards.
- Acts as support for Customary Care placements to guide and support them through the approval process.
- Identifies actual or potential child and family issues as they relate to child welfare.
- Works with community-based prevention programs so children need not be removed from the community.
- Works as part of the AFN Health & Social Services Team and with other community resources to provide programming to the children and youth of the community and to create a safe and child friendly environment.
- Increases the awareness of preventative measures and works with relevant staff to benefit all ages in reducing substance abuse, juvenile delinquency, school failure, family problems and mental health issues.
- Provides supports to children and families and refers to helping agencies as necessary.
- Develops and implements prevention-based programming with a focus on parenting, healthy lifestyles, behaviour modification strategies, etc., in partnership with other staff to ensure that families & clients are engaged in workshops, courses and public education programs.
- Participates as needed in the Alternative Dispute Resolution (ADR) process when it is relevant to AFN families.
- Ongoing reporting to the Child Wellbeing Manager and updates Child Wellbeing Advocate(s) as required.

MINIMUM QUALIFICATIONS:

- Minimum post-secondary (Diploma or Degree) in Social Work, Social Services, Human Services, or related field.
- Minimum of 3 years' experience working in Social Services or related field in a First Nation or Indigenous organization.

Minimum Requirements:

- CPR and First Aid, ongoing renewal as required to maintain current certification.
- Criminal Reference check and Vulnerable Sector Search are required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

Specialization required:

- Authorization training through DBCFS, or willing to obtain.
- Experience and proficiency in program administration with a solid knowledge base and proficiency in program and service development, delivery, and evaluation.
- Experience and/or training in Privacy Legislation.
- Demonstrated case management experience.
- Extensive experience and knowledge of the Child Welfare Act as it relates to Part 10 and DBCFS Protocol.

Considered an asset:

- Native Child and Family Service Worker Diploma.
- First Nation Child Welfare Advocate Certificate.
- Experience with Indigenous Alternative Dispute Resolution (IADR).
- Experience within a multi-disciplinary team approach.

PREFERRED EXPERIENCE:

- Experience working with Indigenous children, youth, and families.
- Experience with a multi-disciplinary team approach.
- Ability to establish and develop an active and positive working relationship with all Child and Family Wellbeing Staff.
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics.
- Exhibits strong written, verbal and evaluation skills.
- Excellent computer skills for reporting and presentation purposes, and general office equipment knowledge.
- Initiative and ability to prioritize and work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.
- Good interpersonal skills to deal with First Nation residents, staff, and outside agencies.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Tuesday, January 7th, 2025.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 217
Email: humanresources@alderville.ca

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.
Chief & Council retain the right to make the final decision on the selection of the successful candidate.