



## EMPLOYMENT OPPORTUNITY

### Mnaasged Child and Family Services

<b>POSITION TITLE:</b> Alternative Care Helper	<b>CLASSIFICATION:</b> Permanent Full-time
<b>CLOSING DATE:</b> Until filled	<b>SALARY:</b> \$46,000 - \$50,000

#### **GENERAL DESCRIPTION**

Reporting to the Mnaasged Child and Family Services (MCFS) Alternative Care Supervisor, the Alternative Care Helper is responsible for providing support to Alternative Care Providers, as well as the recruitment and retention of Alternative Care homes. The Alternative Care Helper will conduct Home Assessments in accordance with agency procedures and Ministry guidelines. Additionally, the Alternative Care Helper is responsible for the coordination of Alternative Care services to ensure that children and youth in the care of the Children's Aid Society receive optimum wholistic care, and that the services meet Society and Ministry standards. The Alternative Care Helper functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of MCFS and contributes to the accomplishment of the strategic priorities.

#### **RESPONSIBILITIES:**

- Assess, monitor and support Alternative Care services to ensure that children and youth in the care of the Society receive optimum wholistic care, and that the services meet Society and Ministry standards.
- Maintaining detailed records of Alternative Care homes and files of Children in Alternative Care
- Completing intervention plans when a concern or allegation has been identified with an Alternative Care home
- Attending case conferences with Child In Care Helper or Child Protection Helper when requested;
- Collaboratively develop Plan of Care Reports specific to the placement of children in Alternative Care
- Complete ongoing assessment and revisions to status and needs of the Alternative Care home ;
- Complete ongoing assessment of needs for Alternative Care child/youth where individual Plan of Cares are developed
- Facilitating outreach and/or recruitment initiatives
- Complete all data entry as required within the agency's current data base
- Performing other duties as requested

#### **QUALIFICATIONS**

##### **Minimum Education**

Preferred University Degree in Social Work  
Required College Diploma in Human Services

##### **Minimum Experience**

Two (2) years' direct experience in a social services agency providing case management support for children in care  
Equivalent combination of training and experience may be considered

##### **Knowledge Requirements**

- Knowledge of MCFS programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Indigenous culture, and traditions
- Strong knowledge of the Child, Youth and Family Services Act, Eligibility Spectrum, Ontario Safety Assessment, Family Risk Assessment and Strengths and Needs Assessment
- Understanding of Trauma Informed Care and how that influences all engagements and processes
- Knowledge of Child Welfare initiatives and legislation changes and trends
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies

##### **SPECIAL SKILLS**

- Excellent computer skills with MS Office software, oral and written communication
- Strong interpersonal skills
- Conflict Resolution skills
- Excellent organizational and planning skills
- Excellent time management skills

##### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, unrestricted access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage

For a full job description please contact Carol Antone, HR Developer at [hr.developer@mnaasged.com](mailto:hr.developer@mnaasged.com)  
519 289-1117 ext. 237

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 working references letters via email or mail to:

[confidential.hr@mnaasged.com](mailto:confidential.hr@mnaasged.com)

CONFIDENTIAL - Human Resource Department

Mnaasged Child and Family Services, 311 Jubilee Rd. Muncney, ON N0L 1Y0