



EMPLOYMENT OPPORTUNITY

Tsi lonteksa'tanonhnha Foster Care/Extended Family Resource Worker (Level I)

KSCS is seeking an experienced individual to provide support services to the Kahnawake foster homes and extended family homes via the Tsi lonteksa'tanonhnha Foster Care/Extended Family Program.

Under the supervision of the Team Leader of Tsi lonteksa'tanonhnha Foster Care/Extended Family Program, the Tsi lonteksa'tanonhnha Foster Care/Extended Family Resource Worker is responsible to provide support services to the Kahnawake foster homes and extended family homes via the Tsi lonteksa'tanonhnha Foster Care/Extended Family Program, and to provide administrative support when required to the Tsi lonteksa'tanonhnha Foster Care/Extended Family Program.

Required Education & Experience:

- University Bachelors in social work, child and youth care, counselling or other social science or health-related discipline, with one (1) to three (3) years previous work experience in a social service environment or in a support capacity.
- College D.E.C. in social work, child and youth care, counselling or other social science or health-related discipline, with three (3) to five (5) years previous work experience in a social service environment or in a support capacity.
- Must possess a valid driver's license and have access to a vehicle.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$29.74/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, May 24th, 2024, at 4:00 pm.

GENERAL INFORMATION

Code:	FLS3
Job Title:	Tsi Ionteksa'tanonhna Foster Care/Extended Family Resource Worker, level 1
Department:	Support Services
Date of Job Description	May 2015
Date of Revision:	November 5, 2019
Job reports to:	Team Leader of Tsi Ionteksa'tanonhna Foster Care/Extended Family Program

JOB DESCRIPTION SUMMARY

Under the supervision of the Team Leader of Tsi Ionteksa'tanonhna Foster Care/Extended Family Program, the Tsi Ionteksa'tanonhna Foster Care/Extended Family Resource Worker is responsible to provide support services to the Kahnawake foster homes and extended family homes via the Tsi Ionteksa'tanonhna Foster Care/Extended Family Program, and to provide administrative support when required to the Tsi Ionteksa'tanonhna Foster Care/Extended Family Program.

With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

To provide support services to the Kahnawake foster homes and extended family homes via the Tsi Ionteksa'tanonhna Foster Care Program, and to provide administrative support to the Tsi Ionteksa'tanonhna Foster Care Program.

Assists in the recruitment and assessment of foster homes. Participates in clinical discussions, case conferences and placement & review meetings.

Monitors the arrangements in a caring home for the foster child. Provides initial placement information regarding the background of the child & caring family. Designs and organizes group support and networking with other caring families in collaboration with secondary prevention services.

Decisions are based on independent judgment often requiring further investigation and evaluation and are within generally defined parameters and in alignment with business objectives. Alters approach or recommends broader procedural changes to accomplish desired results. Recommendations and decisions are generally accepted as accurate and sound. Seeks consultation or guidance as needed.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
Provides direct support to the foster homes/extended families.	<ul style="list-style-type: none"> ➤ Develops service plans for the foster homes and extended family. ➤ Assesses the needs of the family to help nurture the child, with reference to dealing with issues (i.e. behaviours of the child, alcohol, violence & parenting). ➤ Provides supportive counselling to foster parents/extended families. ➤ Ensures foster parents/extended families receive quality support by acting as the liaison with the Case Worker, and as an advocate for the family caring for the child. ➤ Directs foster parents/extended families to the Team Leader of the Tsi Ionteksa'tanonhna Foster Care/Extended Family Program when presented with complaints.
Provides client education to individuals & groups	<ul style="list-style-type: none"> ➤ Determines appropriate trainings and workshops. ➤ Provides on-going training to foster parents/extended families, individually or in groups. ➤ Designs and organizes group support and networking with other caring families in collaboration with secondary prevention services.
Monitors the arrangements in the caring home for the foster children.	<ul style="list-style-type: none"> ➤ Participates in clinical discussions, case conferences and placement & review meetings. ➤ Provides initial placement information (Summary Form) regarding the background of the child & caring family.

	<ul style="list-style-type: none"> ➤ Reviews the Orientation Information Manual with new foster parents/extended families. Provides information on the rights and responsibilities of the caring family, the natural parents, the child and KSCS. ➤ Ensures a written contract between the caring family and the organization regarding the child in care has been explained and signed. ➤ Provides an entrustment letter to the caring family regarding the child. ➤ Explains the financial assistance available (the amount of financial assistance a family is eligible for and for what purpose & support services). ➤ Maintains regular contact with the foster homes and extended families.
Assists in the recruitments and assessments of foster homes.	<ul style="list-style-type: none"> ➤ Meets with potential candidates and fills out application and assessment forms. ➤ Assesses foster homes/extended families according to KSCS Standards of Practice. ➤ Provides a foster care manual outlining the program. ➤ Processes privacy waiver forms. ➤ Conducts reference checks. ➤ Conducts background investigations on potential foster homes/extended families. ➤ Presents findings and participates in candidate selection discussions. ➤ Sends a letter to candidates with decision. ➤ Reassesses ensuring accreditations for on-going foster homes on a yearly basis.
Provides administrative support to the Tsi Ionteksa'tanonhnha Foster Care/Extended Family Program.	<ul style="list-style-type: none"> ➤ Maintains any necessary client files on behalf of the Tsi Ionteksa'tanonhnha Foster Care/Extended Family Program. ➤ Prepares requests for expenses from foster homes and maintains records for expenditures for the foster care program. ➤ Assists in recruitment campaigns. ➤ Prepares media articles. ➤ Develops and maintains spreadsheets. ➤ Assists in database input and management. ➤ Prepares bi-monthly foster care/extended family payment schedules and institutional payment schedules.
Performs any other job-related duties as may be required by the Immediate Supervisor.	

COMMUNICATIONS

Team Work:	➤ Commonly requires a level of collaboration & cooperation to get work or projects complete.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Frequently provides training or gives information to stakeholders or clients.

ENVIRONMENTAL FACTORS

Type of Schedule:	➤ Regular work week, occasional flex.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Normal deadlines (planned).

ACCOUNTABILITY

<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives; ➤ To provide the efficient functioning of the duties required for the position of Tsi Ionteksa'tanonhnha Foster Care/Extended Family Resource Worker; ➤ To engage with referring parties in a professional and collaborative manner; ➤ To approach all Kahnawake Community members and others in a respectful way; ➤ To provide accurate and timely support in the administrative duties of the program; ➤ To maintain confidentiality practices. 	
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QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ➤ University Bachelors in social work, child and youth care, counselling or other social science or health-related discipline, with one (1) to three (3) years previous work experience in a social service environment or in a support capacity. ➤ College D.E.C. in social work, child and youth care, counselling or other social science or health-related discipline, with three (3) to five (5) years previous work experience in a social service environment or in a support capacity.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Knowledge of clinical procedures and practices. ➤ Knowledge of the Kahnawake community including customs, traditions and social issues. ➤ Must be comfortable with the holistic approach. ➤ Ability to deal with people from all walks of life from outside agencies. ➤ Mature person who is caring and compassionate. ➤ Knowledge of native culture and values. ➤ Knowledge of social systems and family dynamics. ➤ Knowledge of Kahnawake and surrounding areas. ➤ Strong time management and organizational office skills. ➤ Strong problem solving and analytical skills, focused decision-maker, open to challenges. ➤ Strong written and verbal communication skills are required for reports, correspondence, media articles, etc. ➤ Strong knowledge of computer programs. (Word, Excel, Outlook, etc.) ➤ Lifestyle must reflect that of a positive role model. ➤ A valid driver's license and access to a vehicle is a requirement.
Assets	<ul style="list-style-type: none"> ➤ Membership to a Quebec Professional Order or the Acquired Rights List with one (1) to three (3) years of related work experience is an asset. ➤ Knowledge of Kanien'keha is an asset. ➤ Basic knowledge of French is an asset.

Immediate Supervisor

Incumbent

Date