

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Child Intervention Delivery Division provides oversight in practice, supports and services for an integrated, evidence-informed and culturally-sensitive approach in serving the children, youth and families of Alberta involved with child intervention. The Division also oversees all Child Intervention policy and delivery.

Reporting to the Director, Permanency, Records & Connections, this position manages the day to day delivery of the Adoption and Permanency unit. The position is also responsible for serving as a provincial expert on the interpretation of government legislation and policy that provides general guidelines on the legal permanency of children in Alberta and internationally by Albertans.

The position supervises a team of professional and administrative support staff who provide service delivery, advice, direction on the development of information systems, frameworks, policies and procedures that ensure a consistent and efficient approach to legal permanency in Alberta.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Manage the International and Private Adoption Programs.
 - Responds to international intervention requests from the federal Ministry of Global Affairs and embassies abroad where Alberta children are in foreign jurisdictions and are in need of intervention services. Supports the Director of PRC as the Central Authority under the Hague Convention on Intercountry Adoption for the province of Alberta, including approving all international applicants, accepting international matching referrals and issuing documents to allow adopted children to enter Canada as permanent residents or Canadian citizens.
 - Oversee the licensing and monitoring of private adoption agencies in Alberta.
 - Provide direction and advice on changes to legislation and policy governing adoptions in Alberta.
2. Oversee the matching of children referred for adoption.
 - Management of the Electronic Matching System and authorization for matches to proceed;
 - Support and identify recruitment campaigns and approaches that raise awareness of the need for adoptive parents.
3. Lead team in providing direction to the delivery system in improving permanency outcomes for children involved in Child Intervention.
 - Provide advice to delivery agents in interpreting and applying legislative and policy requirements for adoption.
 - Lead team in providing advice and direction to Division senior leadership on changes required to improve permanency.
 - Conduct reviews of practice and policy specific to permanency to identify improvements to programming, practice, policy and legislation.
 - Implement provincial initiatives related to adoption and permanency.
4. Provide leadership and direction to team aligned with branch, divisional and department direction.
 - Supervise a multi-disciplinary team of adoption and permanency specialists, an analyst and administrative staff.
 - Prepare and monitor work plans and schedules.
 - Assign and review work.
 - Adjusting staff assignments to ensure that schedules are met and resources allocated where required.
 - Recruit, coach and train staff as required. This includes conducting performance reviews and identifying training and development needs, then following up with the employees on these. It also involves recruiting, orienting, and training practicum students.

Problem Solving

Typical problems solved:

This position works within a broad legislative framework to ensure that the Ministry meets its policy objectives and obligations specific to all forms of legal permanency . This includes the need to review

current legislation, policies and procedures, post-adoption support programs and to provide solutions to address complex issues impacting persons formerly in the Ministry's care. The manager must find creative and innovative ways of enhancing the business processes in order to increase the effectiveness and efficiency of program delivery.

The position also provides advice to Ministry technical staff and management on issues that pertain to legal permanency.

The position is faced with the continuing challenge of managing emerging issues that are not bound by legislation, have few precedents, are highly complex and sensitive, and do not have any comparable inter-provincial programs as reference. The position must use considerable discretion and sound judgment in resolving issues and making decisions and check in with Director and Executive Director as needed.

Types of guidance available for problem solving:

Legislation, Regulation, Enhancement Policy Manual, cross-jurisdictional consultation, support from Director of PRC and Executive Director of PPPD.

Direct or indirect impacts of decisions:

Approval of adoption matches, implementation of provincial policy and legislation, admission of children to Canada, provision of post-adoption support.

Key Relationships

Major stakeholders and purpose of interactions:

Internal: Executive Director and leadership team, PPPD, Adoption & Permanency team, Ministry and Divisional Directors, CFS Regions and DFNAs
 External: Prospective birth parents, stakeholder groups, other agencies contracted to provide services and the public. Representatives of ministries, agencies and other government jurisdictions.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Six years progressive experience in child intervention or related field at the HSW7 or equivalent level. A university degree in social work, social sciences/services or related field plus 6 years progressively responsible related experience; or a Masters degree in a related field plus 4 years related experience.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	The Manager is responsible for facilitating provincial meetings and working groups, participating in federal/provincial/territorial working groups and providing recommendations on improvements in practice to senior leadership.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: • Creates opportunities	The Manager is responsible for implementing program

		<p>for improvement</p> <ul style="list-style-type: none"> • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>changes and supporting teams and agencies to deliver services to Albertans. This requires the ability to balance competing priorities and perspectives while rolling out initiatives to program areas. The Manager must manage team and stakeholder expectations while promoting best practices and delivering on schedule.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>The Manager is responsible for delivering services across all programs, creating efficiencies and recommending changes to promote best practices. They must review program alignment with APS values and advocate for the needs of Albertans, in line with branch, divisional and departmental direction.</p>
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>The Manager engages colleagues across all CFS regions/DFNAs and programs as well as cross-ministry partners in ministries such as Primary and Preventive Health Services, Assisted Living and Social Services among others. Collaborating with interprovincial and international partners is essential to delivery and advocacy for program efficiencies and improvements.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, 	<p>The Manager must leverage the assets of the team and promote both individual and team growth. Knowledge transfer within the program is essential to understanding of all permanency types. Team building activities should be supported, as well as</p>

