

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

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:

Administration and Documentation

- ◆ Support CI Teams in the completion of a robust placement intake screening
- ◆ Updating placement trackers as needed
- ◆ Chairing group care conferencing on a rotational basis and reviewing minutes from those meetings
- ◆ Attend meetings with CI teams and agencies for placements on an Ad hoc basis as well as agency sector meetings.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The primary purpose is to provide a regional response to placement services of children/youth entering care and supporting children/youth transitions to the most suitable placement resources.

The major client and regional stakeholder group includes child intervention practitioners, child intervention supervisors, group and treatment care staff, licensing and regional contract resource staff, managers and directors

Decision making authority focuses on ensuring child/youth safety, impact on agency/authority placement resource (including impact of placement on other children/youth residing in the resource) and consideration of permanency placement objective as well as striving to transition to least intrusive resources.

Responsibilities

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

Placement Matching

- ◆ Evaluate and advise authority staff regarding suitability of in-care placement request in relation to CYFEA and matters to be considered.
- ◆ Ensure that all children entering care are matched into a licensed placement resource based on the child/youth's present physical, social, emotional, developmental needs and placement history.
- ◆ Assess needs, capacity of placement resource in relation to child/youth placement needs.
- ◆ Negotiate with and advise authority staff (child intervention practitioners, supervisors, etc.) regarding suitability of placement resource request and identify alternatives (through telephone consults and by actively participating in service teams)
- ◆ Explore Out-of-Region Options for identified children/youth.

Agency/Authority Placement Consultation and Management

- ◆ Monitor bed availability for children/youth within core program responsibilities (i.e. Specialized Group Care, Group Care or Foster Care) for regional placement intake requests.
- ◆ Consult with agencies or authority staff regarding program planning and child/youth matching
- ◆ Develop strategies with placement resource (emergent and long-term) to address particular placement challenges
- ◆ Monitor for child stability to ensure safety of each individual child/youth within a resource
- ◆ Provides crisis management support and decision-making regarding placement breakdowns or anticipated breakdown.

Placement Intervention and Concurrent/Permanency Planning

- ◆ Work with agency/authority group care or foster care resources to assist in the development of plans to effectively stabilize placement of children/youth through case consultation with placement agency and child intervention practitioners and supervisor and contract and licensing teams when needed.
- ◆ Support the development and implementation of strategies to assist agency staff to work towards effective transition of children and youth out of specialized resources into less intrusive resources (i.e. gather

information for specific program supports, provide consultation, and collaborate to bridge gaps.)

Administration and Documentation

- ◆ Support CI Teams in the completion of a robust placement intake screening
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- ◆ Chairing group care conferencing on a rotational basis and reviewing minutes from those meetings
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Problem Solving

Typical problems solved:

The Placement Coordinator role is complex and diverse and require the ability to:

- ◆ Be creative and innovative in addressing the complex and diverse placement needs of children and youth and systematically identify and maximize placement resources through placement resource management.
- ◆ Manage the placement information demands of regional managers and regional directors requiring placement coordinators to maintain expert knowledge for placement resources and provincial resources.
- ◆ Effectively manage a highly charged environment due to competing placement demands.
- ◆ Triage placement requests and remain up to date on continuum changes.
- ◆ Using political acumen to effectively manage complex placement situations with sensitivity and shifting resource availability
- ◆ Work to effectively balance competing priorities and a high workload with no control over pace of work.
- ◆ Use excellent communication, organization, time management and collaboration
- ◆ Time pressures to respond to placement needs, resolve concerns, and place children/youth in group and treatment care.

Work requires:

- ◆ Specific program related and delegated authority e.g. information sharing pertinent to placement transfers
- ◆ Decisions tend to center on individualized placement/case placement planning, collaboration, issues management, organization of work and strategies for responding to multiple needs and issues.
- ◆ This position requires strong critical thinking to provide recommendations that have a specific potential for impact on placements for children and youth within the region.
- ◆ Conflict management skills and conflict resolution.
- ◆ Strong communication - written and verbal with caseworkers, casework supervisors, service teams, case consultations and
- ◆ Experience in completing assessments - child placement needs in relation to placement programs/facilities/resources
- ◆ Mediation training/skills
- ◆ Organizational/time management skills.

- ◆ Consultative skills to provide advice and to influence actions/abilities of field staff.
- ◆ Computer skills.

Types of guidance available for problem solving:

- ◆ Placement Supervisor
- ◆ Child, Youth and Family Enhancement Act to provide consultation i.e. interpretation of legal framework to ensure that service delivery falls within intent of the Act and policies.
- ◆ Agency foster care, authority foster care, and group care program and policy.
- ◆ Provincial and Regional Placement policies and procedures to provide interpretation and research into options and input to policy changes.
- ◆ Regional placement contracts and fee for service resources.
- ◆ Community and departmental resources such as licensing, caregiver practitioners and contracts to provide consultation on placement options.
- ◆ Adoptions, foster care, FSCD, SFP, and PDD programs to resolve issues, and assist children / youth in transitioning to less intrusive placement resources.
- ◆ DECA, School Act, Youth Justice Act to establish jurisdiction, FOIP and Protection of Children Involved in Prostitution Act.

Direct or indirect impacts of decisions:

The position continuously assesses appropriate placement matching within the provincial continuum of group care and foster care service delivery options to ensure safety, stability, and the development of children and youth requiring out of home placement. The placement coordinator supports child intervention teams with referrals to provincial therapeutic, treatment and personalized community care options as required. Ensuring placement decisions are made in partnership with child intervention teams and service providers by articulating a well balanced description of the youth being profiled while using the provincial intake assessment form. The position plans, advises, integrates and develops recommendations and solutions when assessing placement options and matching, reviewing the file trajectory and supporting child intervention teams in securing a step down options to least intrusive supports or transition into adulthood. This work involves coordinating with justice, health, education, and community partners to ensure holistic and cultural responsive interventions. Placement decisions influence public trust, shape service delivery, and contribute to the evolving development of the provincial placement resources .

Key Relationships

Major stakeholders and purpose of interactions:

- ◆ Frontline case work staff to gather placement information and provide consultation and advice.
- ◆ Placement Facilities to work in collaboration regarding placement management, policy/practice clarification and address issues.
- ◆ AFPA affiliates
- ◆ Contract and Resource Specialists, licensing and caregiver practitioner teams to gather and share information and resolve issues.
- ◆ Children's Advocate to respond to inquiries.
- ◆ Placement teams in other regions

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Qualifications

- Bachelor of Social Work with some related experience.

Equivalency:

- Master of Social Work (no experience required).
- Related university degree and 2 years related experience.
- Related diploma and 3 years related experience.
- Related certificate and 4 years related experience.

Related education can include: Bachelor of Social Work, Social Work Diploma, Bachelor of Child Studies/ Child & Youth Care, Bachelor of Education, Bachelor of Health Sciences, Bachelor of Human Services, BA/ BSc Psychology, BA Sociology, Bachelor of Community Rehab, BSc Family Studies/Human Ecology, BA Early Child Development, Law Degree, Addictions/Counseling Diploma, Child and Youth Care Diploma, and Criminal Justice Diploma.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Ability to gather information from varied sources, analyze and interpret information to formulate reports and support in decision making related to placements.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Ability to prioritize competing workload pressures in an effective manner and contribute to the organizational goals.

Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	<p>Demonstrates ability to gather, integrate and interpret complex information. Sets and accomplishes goals and priorities in order to deliver outcomes consistent with departmental objectives and directives. Excellent analytical, assessment and critical judgement skills.</p>
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	<p>Ability to work cooperatively and collaboratively with a variety of teams within the workplace, community and other Government ministries/agencies to meet client and ministry goals and objectives.</p>
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>Ability to interact positively, build relationships and work effectively with others.</p>
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct 	<p>Ability to invest in the development of long-term capability of yourself and others</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Caregiver Practitioner 065HS11

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature