

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

standards. This position consults, leads, guides and instructs regional staff in applying best practices that is consistent with provincial strategic direction. The Child Intervention Practice Specialist regularly meets with staff and leadership at all levels focusing on child intervention services, and may serve as a representative on a variety of committees and initiatives.

The Child Intervention Practice Specialist will *also* support staff in training and development and engage staff in developing plans and strategies that are focused on supporting the successful outcomes for children and families.

This specialist position will also consult, lead, guide and instruct Signs of Safety practice within all program areas while ensuring that other practice approaches are embedded.

Responsibilities

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

Develop program supports and strategies to meet identified needs

- Research and make recommendations to assist in the development of best practices.
- Develop materials to support best practices.
- Work collaboratively with other teams to understand trends, identify gaps and to implement strategies to enhance practice.
- Influence best practices, processes and policy provincially.

Strategic and operational planning

- Build work plans for all stages for pilot and implementation that outlines the vision of the project.
- Utilize a systems thinking approach.
- Establish a series of deliverables for actionable and targeted change management.
- Explore and navigate issues through research, data, and consultation with stakeholders.
- Explore and critically analyze options to address issues.

Lead and implement projects and initiatives that contribute to enhanced quality of programs and services.

- Train and coach staff as required on new policy/practices as needed.
- Provide analysis and articulation of findings through any pilot and implementation stages and recommendations for to leadership for decisions and direction.
- Provide implementation and change management strategies and structures to leadership to support piloting and implementing the practice with fidelity.
- Provide ongoing monitoring of practice changes through monitoring reports via data analysis, practice reviews and gathering feedback from CI staff.
- Collaborate with leadership and programs to support organizational alignment with practice shifts such as: policy/practice supports, training, IT, forms and integrate into ongoing practice reviews.
- Chair working groups/committees and coordinate and assign work resulting from working group/committee work.

Support daily operations of the unit, branch, division, and ministry.

- Conduct research and write briefing notes, position papers, proposals and correspondence for management, senior management, and the Deputy Minister and Minister related to child protection and intervention.
- Ensure that timely and regular information is provided to the Executive Director/ADM/DM/Minister on sensitive issues.

Problem Solving

Typical problems solved:

The Practice Specialist will liaise within the Region and with the Ministry on initiatives and assist in the implementation of processes to ensure best practice requirements are being met. The position will provide

recommendations for improvement to senior and front line leadership, while providing consultation and collaboration to promote best practices and continuous improvement. Considerable interaction with Regional management, specialists, supervisors, staff and other stakeholders is required.

Types of guidance available for problem solving:

Guidance is available for problem solving from:

- Provincial Resource Roll-Out Group, Policy Supports and Practice Supports managers.
- A team of Practice Specialists.
- Internal resources and sources.

Direct or indirect impacts of decisions:

Decisions of this role can directly impact outcomes pertaining to child(ren), youth, and families and the guidance provided to leadership and practitioners.

Key Relationships

Major stakeholders and purpose of interactions:

- Other Ministry staff to develop evaluation frameworks and consult and report on program delivery issues.
- Supervisors and Specialists -to share knowledge, support and expertise.
- Management Teams -providing reports, analysis, guidance and support.
- Management- to provide expertise, education, and support on specific programs and practices.
- Regional practitioners to provide expertise, education and support.
- Provincial Community of Practice for Specialists.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social Work

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

- Strong written and verbal communication skills.
- Ability to coordinate and synthesize information in a rapidly changing environment.
- Experience working with multiple internal and/or external stakeholders to develop shared understanding and outcomes, including facilitation, consultation, consensus-building, and conflict management.
- Strong political acumen and organizational awareness.
- Ability to work independently, be proactive, and take initiative.
- Knowledge of monitoring and evaluation methods.
- Knowledge of *Child, Youth and Family Enhancement Act, Protection of Sexually Exploited Children Act, Drug Endangered Children Act* and other related Acts, regulations and policies (ie. FOIP, CFSA Act)
- Knowledge of change management and implementation methods
- Knowledge of programs and legislation from other departments and how they impact Children 's Services client groups
- Knowledge of departmental information systems (eg., Intranet, Internet)
- Knowledge of approval process for decision-making
- Knowledge of strategic/business planning
- Knowledge of research methods
- Knowledge of excel and data collection and analysis.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's	The Practice Specialist reviews and maintains

		<p>objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>provincial standards of child intervention and protection matters while ensuring alignment with priorities. Researches, recommends, and develops material to support ongoing improvements while collaborating with relevant stakeholders to ensure alignment and address potential implications.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>The position provides advice and support in building capacity throughout Child Intervention Division, including regional and ministry staff and leadership.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Work with staff from across the child intervention division to communicate the change, address worries, and solve problems.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input 	<p>The position establishes critical collaborative working relationships across the province for gaining perspectives, buy-in for change, and ensuring those carrying out the work can do so</p>

