

New

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Entry Level, Child Intervention Practitioner

Requested Class

Job Focus

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Child Intervention Division

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Children and Family Services is committed to ongoing improvement and pursuing excellence in services to children, youth and families. The Child Intervention Practice framework guides casework practice and direction as provided by the *Child Youth and Family Enhancement Act* (CYFE Act). The CYFE Act places emphasis on assessing children and families to determine the safety of the child, the need for intervention and the type of intervention required. The Child Intervention Practice Framework is based on the philosophy that children, youth and families should have input into the decisions that affect their lives.

The Entry Level, Child Intervention (CI) Practitioner works in collaboration with delegated Child Intervention (CI) Practitioners, Supervisors, and Management to support the needs of vulnerable children, youth, and families. The Entry Level, CI Practitioner is exposed to a broad range of child intervention activities to develop and gain expertise in the day-to-day duties of a delegated CI Practitioner.

Responsibilities

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

Provides Intake, Safety Assessment and Case Management support

- Assume responsibility for a partial caseload, in consultation with the Child Intervention Supervisor and with support and collaboration with the delegated Child Intervention Practitioners.
- Support effective and efficient case management practice that produces the best outcome for children and families
- Screen calls and analyze information provided to assess risk of children and their families, including determining the needs and safety of child(ren) and identifying existing strengths, and possible worries within families
- Collect information through collateral contacts and personal interviews with the child(ren), parents and significant others in order to determine the risk
- Distinguish between safety concerns that require intervention versus complicating factors
- Make appropriate referrals based on the child(ren) and family needs, in consultation with the delegated CI Practitioner/supervisor
- Assist with safety planning with families and their supports to ensure the safety of children in their home and/or their community
- Identify goals and determine appropriate programs, tasks, and services to meet the needs of children, youth and families, working with services and supports to mitigate risk
- Apply and adhere to the Child Intervention safety standards and CYFEA policies and procedures
- Complete casework activities, such as coordinating and/or supervising visits, driving and/or attending appointments with clients
- Work with other CI Practitioners and Caregiver Practitioners in the placement of children and assist with placement needs/support as required

Work with children, youth and families to build social, educational, cultural, spiritual and community connections

- Support children and youth to maintain relationships that are important to them by maintaining connection to their own culture, their religious beliefs, and have a plan for their care where they are included in the decision making process
- Participate in planning for family and cultural connection, including collaboration in the implementation of cultural plans with caregivers/Caregiver Practitioners, and participating in Band designate consultations
- Work with caregivers in partnership on the day-to-day care of children and youth with a focus on child development, impact of trauma and cultural connections
- Collaborate with families, community agencies and other stakeholders to build positive respectful partnerships
- Participate in the development of success in school protocols and plans

Provide administrative support to completing casework for child, youth and families

- Provide entry-level work within the online CICIO System through entering contact logs, plans, legal, placements, health information, special cautions, etc.
- Complete all relevant documentation; including legal documentation for TGO, PGO, Supervision Orders, Secure treatments, and court reports with support from CI Supervisor

Note: after hours duties (on call) may be assigned as required.

PRACTICAL JOB KNOWLEDGE:

- Ability to engage and build relationships with children, youth and families to identify strengths, build safety, and impact positive change
- Assessment and analytical skills
- Conflict resolution, crisis management and problem solving
- Effective communication, both oral and written

- Organizational and time management skills
- Ability to work independently and as a team member
- Ability to manage emotions and stress effectively and demonstrate self-awareness and self-care
- Ability to apply authority in a skillful and respectful manner and acknowledge families as the expert of their own circumstances
- Ability to determine what critical issues require immediate consultation with a supervisor

THEORETICAL KNOWLEDGE:

- Entry level working knowledge of the Child, Youth and Family Enhancement Act (CYFEA), Children's First Act, Protection of Children Abusing Drugs Act (PChAD), Drug-Endangered Children Act (DECA), Protection Against Family Violence Act (PAVA), Protection of Sexually Exploited Children Act (PSECA), and an Act respecting First Nations, Inuit, and Metis children, youth and families
- Awareness of community//departmental services and resources to facilitate effective referrals and assess most appropriate resource
- Knowledge of child/adolescent development and age-appropriate developmental milestones
- Awareness of indicators of child abuse and possible causes and contributing factors (for example, addictions, family violence, mental health, history of trauma and isolation) which may cause a child to be in need of intervention
- Sensitivity and understanding of cultural and ethnic diversity
- Knowledge and respect for First Nations, Inuit and Metis cultures and an understanding of Canada's history with Indigenous people and its multi-generational impacts
- Develops an understanding of the Child Intervention Practice Strategies and Alberta Signs of Safety practice model
- Knowledge of trauma informed practice, grief and loss for children and families

Problem Solving

Typical problems solved:

In this developmental role, the Entry Level, CI Practitioner completes delegation training and is coached to be able to assume the full responsibilities of a fully delegated CI Practitioner. The incumbent has some independence in decision making within their level of delegation (level 11). For decisions requiring a higher level of delegated authority, consultation must occur with a delegated CI Practitioner, supervisor, or manager. The scope includes:

- The ability to make quick assessments and analysis to determine authenticity, validity, and credibility of information received via reported sources and other avenues of information gathering
- Work that is demanding with specific timelines and processes as outlined in legislation and policy
- Activities and duties as driven by operational needs
- Consideration of the best interests of the child and potential impacts to them based on decisions made
- Decision-making in a consultative and collaborative manner with supervisor, manager, families and support systems
- Ongoing participation in group supervision, reviews and consultations
- Identifying and resolve parenting, health, mental health, cultural, educational, and financial barriers
- Advocating for child, youth and families in the community, reducing systemic barriers for the vulnerable population represented.

Types of guidance available for problem solving:

- Supervisor, manager and colleagues for case consultation, information sharing and to determine appropriate case status
- Practice Specialists for consultation and peer review

- Other government program areas (i.e. The Office of the Child and Youth Advocate, AISH, PDD, Alberta Works, etc.)

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

- Children, youth and families receiving services
- Community resources and contracted service providers, to share information, make referrals and determine agreed upon services to meet and support client needs
- Other partnering professionals including police, health professionals, psychologists, teachers, etc.
- Community members requesting information about services available
- All Caregivers, including Foster and Kinship providers
- First Nations Band Designate/ Metis Resource Person
- Practice Specialists for consultation and peer review
- Adult Support Services, OPGT, Trustee, Disability Services etc.

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:

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		
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	Prioritizes competing workload pressures in an effective manner
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively 	Ability to gather information from varied sources, analyze and interpret information to formulate reports and make decisions related to

		<p>questions and challenges the norm</p> <ul style="list-style-type: none"> • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	case planning
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>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 judgment 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>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>Interacts positively, builds relationships, and works effectively with others.</p>

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature