



COMMON JOB DESCRIPTION For Department Specific Common Jobs

Every employee benefits from having clear expectations of their duties. A job description also supports organizational design, job classification, recruitment, employee performance, learning and development, and succession planning.

The Common Job Description (CJD) is used to describe work where several positions have common core responsibilities and reporting relationships, as well as comparable knowledge needed to perform the work.

FOR DEPARTMENT USE WHEN ASSIGNING THIS COMMON JOB DESCRIPTION TO A SPECIFIC POSITION:

SELECT REASON FOR SELECTING CJD: _____	UPDATE POSITION _____	
POSITION #: _____	DEPARTMENT: CHILDREN SERVICES	
WORKING TITLE: CAREGIVER SUPPORTS PRACTITIONER	EMPLOYEE NAME (OR VACANT): _____	
CURRENT CLASS: _____	REQUESTED CLASS: _____	
JOB FOCUS: _____	SUPERVISORY LEVEL: _____	
BUSINESS UNIT: _____	DEPT. ID: _____	PROGRAM CODE: _____
DIVISION, BRANCH/UNIT: CHILD INTERVENTION	SUPERVISOR'S POSITION # _____	
SUPERVISOR'S CURRENT CLASS: _____	SUPERVISOR'S WORKING TITLE: _____	

ORGANIZATIONAL CONTEXT

Briefly describes the purpose for the business operation and how this job fits within the organizational structure (i.e. reporting relationship).

The position reports to a Supervisor within the Caregiver Supports Stream and forms part of a team of professionals. The position is considered a full working level practitioner responsible for caregiver support activities and performing the full scope of duties of the role. The role supports caregivers who care for children in the care of the Director. They are fully delegated as a CI practitioner. Within this stream there are Kinship Care Practitioners, Foster Care Practitioners, Adoption Practitioners, and Supports for Permanency Practitioners.

JOB PURPOSE

Briefly describes why the job exists and its scope (i.e. who is directly impacted by the outcomes of the job). Children's Services is committed to ongoing improvement and pursuit of excellence in services to children, youth and families. Utilizing the Practice Framework (Indigenous Experience, Continuous Improvement, Preserving families, Strength based, Collaboration, and Connection) as our guide. The mandate and legislative authority is from The Child Youth and Family Enhancement Act. The legislation identifies that if a child cannot remain safely in their home, Children Services staff must identify an alternate living arrangement for the child. Our policy, legislation and the Federal Legislation identify what practitioners must consider when placing a child out of parental care. Child Intervention Practice Framework is based on the philosophy that children, youth and families should have input into the decisions that affect their lives.

RESPONSIBILITIES

Describes the key responsibilities that make up the majority of the job and the corresponding duties.

Search and Recruitment

- Receives referrals/assigns caregivers, collects basic information, reviews information and sends out necessary documents, forms, and information material
- Arranges for and participates in training sessions and case consultation

- Follows and maintains timelines for search and recruitment activities, reviews application information to determine if potential caregivers meet current regulations and standards for care.
- Reviews intervention and criminal record checks, reference information and home assessment information, working independently but within a team environment
- Reviews application package to ensure basic standards are met

Engagement

- Assesses caregivers, analyzes information gathered, meets with caregivers to assess support needs, and shares information to support the caregivers and the children
- Prepares caregivers and supports for network meetings, supports required paperwork to be completed
- Engages and prepares families for case conferences, placement, and connections , utilizes creative ways to engage others to be part of the team (caregiver/family, case teams)
- Builds and maintains relationships and networks with collaterals in order to provide appropriate timely services

Orientation and Training

- Coordinates with the Provincial training team
- Participates and/or facilitates Orientation and Training of new caregivers within the different service areas: (Kinship, Adoption, Foster Care)
- Prepares caregivers for the child's life long connection and transition to permanency, and implementation of Signs of Safety approaches in all areas of practice

Support/Collaboration

- Supports caregiver in connection with extended family
- Participates in cultural and community events outlined by the CI practitioner
- Identifies cultural supports for children and caregivers and participates in and supports Cultural planning of children in care
- Works with the caregiver(s) to ensure all information and support is in place so that the children have what they need which includes collaborating with clinicians/support services to ensure caregivers are providing trauma informed care
- Provides support to caregivers and children which could include making referrals, navigating various community supports, coaching and mentoring through a trauma informed lens
- Assists, develops and ongoing monitoring of strategies to support caregivers to manage challenging behaviours and support children in processing grief and loss
- Attends planning meetings and case conferences, shares information about the child(ren) and caregiver needs to the CI Practitioner
- Negotiates plans and coordinates placements and respite for children
- Builds collaborative working relationships with Child Intervention Practitioners, Supervisors, Managers and other community stakeholders to ensure that child's best interest and well-being is represented and made a priority at all times
- Supports the caregivers to develop their own networks
- Builds ongoing support/supervisory relationships and motivating change with caregivers

Administration and documentation

- Reviews home studies, tracks application progress and readiness, and follow-up with applicants to move toward training and home assessment
- Documents collection and input on Child Intervention Case Information Online (CICIO), preparing and reviewing support plans, reports, and annual evaluations

- Assists caregiver/s to complete all necessary paperwork for timely completion
- Completes any necessary referrals required
- Reviews and updates agreements annually, ensuring documentation is received as per regulated requirements
- Undertakes timely and accurate documentation, utilizes current technology, keeps all records and files up to policy standards

Communication

- Utilizes strong conflict resolution and conflict management skills to work with caregivers and case team,
- Uses critical thinking skills to effectively identify and initiate consultation with supervisor, caregivers, child(ren) case team, network, Schools, Health, and extended family
- Organizes and directs caregivers' involvement in community resources.
- Collaborate with case team and caregivers in case planning
- Helps caregivers understand the plan and their role in the success of the plan
- Assists CI Practitioners in understanding dynamics or perspectives of caregivers, mediate conflicts that arise, and participate in planning and consults when placement moves or transitions occur

Assessment

- Assesses caregivers, analyzes information, ongoing assessment activities and monitoring to ensure safety and wellbeing of children in care
- Evaluates and assesses children's developmental progress and areas of risk through Ages Stages Questionnaire
- Completes re-assessment documents to monitor and make recommendations/decisions based on ability of caregiver and needs of the child
- Completes screenings and participates in Placement Assessments when there are concerns regarding the care of the child within his/her placement, this could include leading Assessments of Noncompliance as well as follow up on recommendations and as well support in managing placement disruptions

Ongoing Evaluation

- Uses the re-assessment information to track progress of the caregiver family and inform future coaching needs, evaluate placements for compliance with Environmental Safety Assessments (ESA's), Regulations, Agreements and Standards, Annual Evaluations of Caregivers,
- Completes evaluation of children's needs with the CI Practitioner to determine financial compensation for caregivers.
- Completes reassessments when changes in family/living situations for caregivers to ensure all documentation and policies are followed, and all necessary supports are in place.
- Gathers all documentation for writing the Annual Report, implementation of Signs of Safety approaches in all areas of practice.

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

APPLICATION OF KNOWLEDGE

Briefly describes the required education and the level of knowledge essential to perform the job/above responsibilities (not intended to be an exhaustive listing).

PRACTICAL JOB KNOWLEDGE:

- Interviewing skills, (SOS tools) - children and adults - Emphasis on relationship building and collaborating with caregivers and children.

- Assessment skills / analytical.
- Conflict resolution.
- Critical thinking
- Strong Communication - oral and written.
- Intervention/crisis management skills/suicide intervention.
- Independent and Collaborative Decision-making.
- Mediation/Problem solving in dealing with family members, caregivers and other professionals.
- Computer skills - ability to use current technology and tools
- Negotiation/Advocacy.
- Organizational Skills
- Ability to Prioritize and have effective Time Management skills
- Presentation and training skills including Adult Education, both in groups (training) and individually (helping parents learn to cope with child they are caring for).
- Ability to develop strategies that move the child successfully towards adulthood.
- Adaptability

THEORETICAL KNOWLEDGE:

- Breadth of knowledge in Child Youth and Family Enhancement Act, and Policies, which governs actions and provides Legal Authorities. Child Intervention protocols and Regional Directives.
- Domestic Relations Act, FOIP, School Act, Mental Health Act, Indian Act, Alberta Works, Criminal code (i.e. sexual assault, pornography), Family Violence Act, Young Offenders Act, Youth Justice System, Protection of Sexually Exploited Children Act ,DECA, FLA, addictions legislation
- Family dynamics to assess strengths and worries.
- Child/Adolescent development
- Indicators of child abuse.
- Medical, psychological, psychiatric disorders and social issues that impact the child in order to assess the family situation and determine effective strategies and interventions.
- Community/Departmental services and resources to identify/recommend and assess most suitable resource.
- Cultural Competencies -awareness of self and others (e.g. culture, faith, gender,).
- Immigration policies and procedures.
- Alberta College of Social Workers (ACSW) - Code of Conduct and Ethics
- Court procedures and protocols to prepare documents and present information
- Knowledge of trauma informed practice, and grief and loss for children and families.

PROBLEM SOLVING/DECISION MAKING

Briefly describes the types of problems or challenges the job routinely faces or solves and the types of assistance available (e.g. process guides, standard operating procedures, policy documents, availability of experts/specialists, on site supervision, etc.)

- Utilize professional judgement while working within the parameters of the Acts, Regulations, Policies , Standards and the Child Intervention Framework to make decisions for children , youth and caregivers
- The Caregiver Support role practices with considerable independence and is expected to consult with the supervisor at identified decision points providing rationale for their recommendations.
- This position affects children and youth safety, and the caregivers capacity to provide a safe and stable environment:
- Educates the community's knowledge about children in need and the community's capacity to be a support to the child and family
- Work with Caregivers and collaterals from a diverse cross-cultural lens.

- Meets the unique needs of each child and their caregiver
- Utilizes creative ways to engage others to be part of the team , network
- Leads case conferences with multiple disciplines, professionals, caregivers and other service teams
- Continually assesses the situation to determine the needs and identify the appropriate supports to meet the needs of each child and their caregiver
- Monitors and evaluates the effectiveness of services and supports for the individual child and their caregiver family on a regular basis
- Engages the community to support case planning goals
- Builds and maintains relationships and networks in order to provide appropriate timely services
- Provides direct service delivery including ; child development, planning, counselling and mediation
- Jointly develops a case plan with the caregiver, CI Practitioner, other support persons
- Meets fiscal stewardship and casework responsibilities

KEY CONTACTS

Briefly describes the frequency and purpose of regular contact the job makes internally and externally.

Supervisory responsibility: _____ Yes No

INTERNAL (within the department):

- Child, Family, Network, which may include extended family
- Professionals (Health ,Mental Health, Education)
- Colleagues , Supervisors, Managers

EXTERNAL (outside the department):

- Community and contracted agencies, service teams as per *Matters to be Considered* in the CYFE Act
- Legal system (courts, lawyers, RCMP, police)
- Other government program areas (i.e. The Office of the Child and Youth Advocate, Assured Income for the Severely Handicapped ,Persons with Developmental Disabilities, Alberta Works, Office of the Public Guardian
- First Nations Band Designate/Métis Resource Person
- Diverse Cultural Communities
- Other Regional and Provincial jurisdictions

APPENDIX: POSITION SPECIFIC INFORMATION (RESPONSIBILITIES AS APPLICABLE)

APPENDIX 1

Caregiver Support Practitioner – Kinship

The purpose of a Caregiver Support Practitioner – Kinship is to identify, assess, support and reassess kinship caregivers for children in the care of the Director. This role is part of the larger case team and supports kinship caregivers in understanding the case plan and supporting them to care for the children. They are intermediaries between family, children in care, departmental staff and community agencies.

- Receive an intake/referral from a Child Intervention Practitioner. Assess the appropriateness of the referral and determine specific goals, actions, responsibilities as well as timelines.
- Search for kin and significant relationships for all children and youth throughout the continuum of intervention involvement (Search activities will include the use of Family Finding tools and strategies. Data mining of Children's Services records (including foster care files) is required. Identify individuals noted on file who are possible connections.
- Work with Child Intervention Practitioners who are about to bring a child into care from his/her guardian to determine if there are relatives or individuals with a close community or cultural connection to the child who could care for the child (versus foster care) or help identify the most appropriate alternate caregiver.
- Work with Child Intervention Practitioners who have children in care to determine if there are relatives or individuals with a close community or cultural connection to the child who could care for the child rather than continued foster care, and/or identify the relationship/connection they are able/willing to provide for the child.
- Work directly with First Nations Designates, Métis Settlements, Cultural Brokers and Community/Ethnic groups to assist in identifying possible caregivers.
- Utilize Decision Making/Blended Perspectives Meetings
- Recommend Family Group Conferences when members of a child's immediate family, extended kin and community members
- When an out of home placement is required and a prospective kinship caregiver has been identified the CGS- Kinship Worker will recommend the kinship home to the case team
- Incorporate knowledge of community cultural practices and belief systems into the information gathering and engagement process. Consult with members of child's cultural and spiritual community including First Nations Designates, Métis Settlements, and Ethnic groups in order to assist in engaging Kinship Caregivers and providing effective support.
- Access immediate resources/make referrals for Kinship Caregivers as needed to ensure a more efficient transition of children into kinship care.
- Assess start-up needs and costs and complete the Kinship Care Support Plan.
- Develop and complete the Kinship Care Support Plan with the CI Practitioner, contracted agency, and family.
- Provide Kinship Caregivers with timely and accurate information including the Kinship Care Agreement, available financial supports, resources
- Kinship Care Workers will complete individualized orientation with the caregiver(s) by training and reviewing the Kinship Care Guide.
- Provide support to the Kinship Caregiver.
- Ensure that Kinship Families have submitted all necessary documents for the completion of the Caregiver Home Assessment (HAR), that the referral for the HAR has been made and subsequently completed within the timelines set out in policy.

- Review HARs with Case Teams when completed and assist Casework Supervisors to document the outcome of the assessment in CICIO.
- Complete the ASKC assessment tool with the caregivers. Review with Supervisor and Manager.
- Actively assist caregivers to complete all documentation required to make a Home Assessment referral. Once complete, route relevant documentation to the relevant file (e.g. Facility file, Child file, and/or FGC file)
- Ongoing communication with the child's case team to inform of kinship search progress and receive any new information from the case team that could affect kinship planning.
- Participate in the planning and development of Kinship Care Program strategies and initiatives.
- Maintain up to date kinship statistics in the online kinship log.
- Proactively educate and train Child Intervention Staff in the foundational importance of kinship process and practice.
- Participate in the development of Kinship Care Program education materials, information and forms to be used to build capacity of Child Intervention Staff in the region.
- Facilitate Family Group Conference and/or Family Finding Meetings as a neutral facilitator.

APPENDIX 2

Caregiver Support Practitioner- Foster Care

The purpose of the Caregiver Support Practitioner - Foster Care is to recruit, train, support/supervise and license foster and respite families. They are an intermediary between families, children in-care, department staff, and community agencies.

- Recruitment of foster or respite homes.
- Intake and screening of prospective foster parents, supporting them through the application process to ensure basic standards are met.
- Ongoing evaluation and assessment of foster/respite parents including an annual formal written evaluation and reassessments.
- Completing home assessments following departmental Home Assessment Guide
- Licensing of foster homes.
- Recommendation of continuation of license, conditional approval, or suspension.
- Evaluate and monitoring of children's developmental progress and areas of risk through quarterly screening with Ages Stages Questionnaire.
- Creation of Developmental Support Plans (DSP) with foster parents and educate caregivers about child development and enhancement of well-being. Monitor to ensure caregivers are implementing strategies to enhance well-being
- Complete evaluation of children's needs to determine financial compensation for foster parents (i.e. Special Rates Schedule or Support Plans).
- Assess Caregiver capacity, determine areas of concern and recommend remedial action.
- Support Foster Parents through investigations and allegations of abuse and/or neglect in foster homes.
- Pending outcome of assessment, make recommendations, in collaboration with the supervisor and manager, on ability for family to maintain foster care license. If license revoked, advise family to right of appeal. Provide information and support family through the Admin review and appeal process.
- Placement matching of children in the care of the director to individual foster homes based on caregiver skills, knowledge and abilities, experience, and the individualized needs of each child.
- Negotiate, plan and coordinate placements and respite for children.
- Educate foster families regarding all systems/programs that impact them and the foster child.
- Facilitate Placement Management Conferences (PMC), mapping strengths, challenges and future direction to support the child's success in the family and avoid placement disruptions.
- Support families to meet child's individual needs and advocating for additional resources as required and/or changes in plan reflecting foster families situation or input.
- Coordinate, hire, and evaluate specialized support services for foster parents depending on needs of the child. Organize and direct foster family's involvement in community resources.
- Assess and evaluate the skills and experience of foster parents transferring in from other provinces/regions/agencies using our program standards.
- Assisting foster families with permanency plans for the child.
- Work with clinicians/support services to ensure caregivers are providing trauma informed care.
- Assist foster families to work with biological families.
- Implementation of Signs of Safety approaches in all areas of practice; including, Mapping Meetings, Annuals, etc.
- Building ongoing support/supervisory relationship and motivating change with foster families.

- Building collaborative working relationships with Child Intervention Practitioners, Supervisors, Managers and other community stakeholders to ensure that child's best interest and well-being is being represented and made priority at all times.
- Facilitate and participate in events of Foster Parent Appreciation Week,
- Provide skills and knowledge based training, which includes research and development of training material, i.e.: Orientation to Caregiving Training CORE, Safe Babies, Life Long Connections, and Foundations of Caregiver Training.
- Develop, plan and facilitate support groups for foster parents
- Supporting foster families in maintaining the children's culture, by teaching and attending cultural events with the foster parents.
- Participate in Local Advisory Committee meetings.

APPENDIX 3

Caregiver Support Practitioner- Adoptions

The Caregiver Support Practitioner – Adoptions purpose is to support adoptive and private guardianship applicants with obtaining legal permanence. As the legal guardian, the primary client is the child available for legal permanence, with the secondary clients being the child’s caregiver, permanency family, birth family, community, and culture of origin.

Responsibilities and Activities

- Intake for adoption inquiries. Collect basic information, send out forms, information material and arrange for participation in training sessions.
- Track application progress and readiness, and follow-up with applicants to move toward training and home assessment.
- Gather and assess documents as received and conduct Home Study on prospective adoptive applicants. Prepare home study report including annual home visits and addendums for approved adoptive applicants.
- Review home studies of prospective adoptive parents, consult with Regional or Inter-Regional Adoption Specialists and determine suitability of matches including Focus Matches.
- Recommendation on suitability/non-suitability of adoptive parents to supervisor. Consultation with child’s Band of origin if the child is Indigenous, with intent for consent, ongoing cultural connection and support of extended family.
- Complete thorough, comprehensive file reviews to determine any outdated or outstanding documentation, which includes; court/access orders, INAC checks, birth records, and immigration issues.
- Prepare, consult and submit documentation for Category 4 consent or Band consent to move forward with permanency.
- Complete extensive genograms (4 generation) in order to assess child’s eligibility for status through file mining and creating rapport with extended family members.
- Request an Official Match from Adoption Services. Complete Inter-Regional Checklist once received by the child’s worker.
- Prepare History of Child on PGOs for adoption or guardianship package. Complete comprehensive file reviews.
- Intake and birth parent counselling regarding their options. Provide information to birth parent(s). If an intake is required, complete the necessary steps: intake, assessment, OAR etc.
- Provide information and documentation to Private Adoption agencies when birth parent(s) counseling has occurred and choice is to place baby with a licensed agency. Facilitate referral and transition to the adoptive family to the Supports for Permanency Program
- Assess the transition of the child to the adoptive home throughout the Permanency Placement Adoption (PPA) period.
- Monitor and assess the adoption situation through Permanent Placement Adoption (PPA) period.
- Provide support to the adoptive/private guardianship family through Supports for Permanency (SFP) agreements.
- Case management - of PGO in PPA placement or private guardianship placement, i.e. infants from hospital to foster care, prior to identification of adoptive home; older PGOs awaiting adoptive placements, kinship families pursuing adoption of children.
- Complete final Adoption or Private Guardianship documentation for court.
- Safety planning with identified permanency homes around ongoing contact with birth family when applicable.
- Create and work through access agreements between birth parents and adoptive family.

- Provide adoptive family with post-adoption registry information (ongoing information exchange, sibling registry form).
- Prepare documentation for post adoption registry following adoption.
- Complete all required CICIO tasks in order to end CYFEA involvement for child.
- Close adoptive applicant file in CICIO.
- File review to provide all vetted documents such as identification, medical, assessment and photos to adoptive applicants and for carry-forward for SFP file
- Utilize /facilitate media recruitment.
- Participate in Provincial Adoption Meetings.
- Supervise inter provincial adoptions; assist and negotiate interprovincial agreements while working within the parameters of respective provincial policy, procedures and legislation.

APPENDIX 4

Caregiver Supports Practitioner – Supports for Permanency

The purpose of the Caregiver Supports Practitioner – Supports for Permanency is to work with caregivers who have obtained legal permanency of children previously in the care of the Director.

- Supports for Permanence Practitioners work to build relationships with adoptive and private guardianship caregivers from a family centered approach.
- The primary role of the practitioner is to identify the financial needs of the family based upon assessment of the child's ongoing developmental, emotional and cultural needs, related disabilities and history of trauma.
- Responds to inquiries from new Adoption/Private guardianship caregivers, child intervention practitioners, or general public by providing general information about the SFP program.
- Assesses and clarifies eligibility to the program.
- Prepares a needs assessment to present to the family based on the child's current needs.
- Utilizes a strengths based approach to identify and prioritize potential community resources that aid the family with the needs of the child. Assist in the coordination of services.
- Collaborates with the family regarding medical needs.
- Reviews cultural plan for Indigenous children and works with the family to develop a budget of funds required to meet the cultural needs.
- Determines requirement of Additional Needs funding.
- Reassessment of need – reviews and assesses with the caregivers the most up to date information regarding the child's physical, emotional, cognitive, cultural, behavioural, social and sexual development.
- Facilitates a review of the previous agreement.
- Develops new agreements based on current circumstances.
- Supports the family in engaging with adult services, FSCD, PDD, Intervention services, Transition to Adulthood Services.
- Reviews invoices prior to payment.
- Assists the family in advocating for the needs of the child/youth and their family.
- Works collaboratively with the family when the file is being closed. Assisting and supporting in identifying community resources.
- Completes documentation.
- Knowledge of child development, impact of trauma and loss and grief on development.
- Effective written and verbal communication skills
- Demonstrated ability to collaborate with families, stakeholders and community resources.
- Facilitate meetings with a number of participants.
- Mediation, de-escalation skills.

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

Employee Name *(Required)*

Date

Employee Signature

Manager Name *(Required)*

Date

Manager/Director Signature

Executive Director Name / ADM Name
(Optional)

Date

Executive Director Signature / ADM Signature