

Kwanlin Dun First Nation

- A. **Position Title:** Child and Family Liaison Worker (Level 6)
- Department:** Justice
- Supervisor:** Family Service and Enrichment Manager
- Date:** February 2022
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B. **Job Summary:**

Reporting to the Family Service and Enrichment Manager, the Child & Family Liaison Worker is responsible for developing, coordinating, facilitating and overseeing ongoing support systems, which include departmental, inter-departmental, other government and agencies, community, personal and professional resources, to equip parents and families to address and uphold their responsibilities and obligations to their children when involved in the child welfare system.

The Child & Family Liaison Worker's primary duties are to assist and support KDFN community families and children through community-based and alternative processes; to build and stabilize strong family and community support systems, to provide parents with access to and use of professional and community resources that will ensure awareness of their legal rights and responsibilities, as well as other resources that will strengthen their abilities to raise their children in a risk-free environment. In addition, the Child & Liaison Worker is to facilitate the community relations and communications between the Kwanlin Dün First Nation and the Government of Yukon, Department of Children & Family Services.

C. **Main Duties:**

1. Identify specific parental and family needs through individual meetings, home visits or in response to investigations.
2. Assist and support Kwanlin Dün families involved in child protection investigations and legal proceedings.
3. Liaison between Kwanlin Dün families and the Yukon Government, Department of Children & Family Services to facilitate and improve working relations between social workers and community parents and families.
4. Attend child placement plan sessions with parents, to assist in understanding expectations surrounding legal requirements that may relate but are not limited to: supervision orders, temporary placements, permanent placements and visitations.
5. Assist and support Kwanlin Dün families to access and effectively utilize parenting support programs and services.
6. Coordinate and facilitate community awareness forums to empower and equip the community, families and parents towards developing risk free environments for Kwanlin Dün children. Delivers and/or facilitates a variety of workshops/presentations for community and special interest groups on child, youth and family support, child protection, family and youth restorative justice including traditional parenting, family dispute resolution and peace keeping.

7. Assists the department to develop and implement culturally appropriate policies and standards related to child and family support (child protection) matters.
8. Ensure Kwanlin Dün families and parents understand their individual rights and responsibilities, department and court expectations, and are aware of available supports and services, both personal and professional.
9. Liaison, coordinate and facilitate family support systems with personal and professional resources, to assist with placement and aftercare plans.
10. Provide monthly written reports that reflect client intake, progress reviews, meetings attended and the nature of client involvement with program.
11. Ability to provide 24 hour on-call support on a rotational basis to provide community support to clients with Family Support and Family Service files and to respond to new service referrals or investigations with Family and Children's Services.
12. Ensures adherence to KDFN information and record management regulations, policies and procedures, maintaining confidentiality at all times. Maintains accurate confidential client records and complete client data entries promptly.
13. Attend regular staff/administration meetings, as well as necessary external child & family related/ justice related meetings and community meetings when required.
14. May perform other activities and duties as directed within the position's mandate and expertise.

This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.

C. Education and Experience:

Qualifications:

- Diploma in Social Work, Child & Youth Care, Aboriginal Law/Justice or equivalent from a recognized institution in Canada. A Degree in one of the areas noted above is an asset;
- Current successful experience related to child/youth welfare is required;
- Experience with formal justice system operations; child protection legal proceedings, legal and professional support agencies for children & parents;
- Considerable experience with coordination, case management, mediation and conflict resolution specific to children & families with the ability to coordinate, attend and oversee on going case management meetings and awareness forums between KDFN Justice and YG Department of Family & Children's services;
- Knowledge of and considerable experience working within the parameters of child welfare legislation, policies, practice and administration as it relates to child protection matters;
- Experience working in a First Nation community is an asset.

Note: an equivalent combination of formal education and considerable experience in the above areas will be considered.

Knowledge required for success in the position includes but is not limited to:

- Knowledge and understanding of holistic and alternative processes such as family support circles, mediation;
- Knowledge and understanding of principle teachings associated with aboriginal culture and heritage, for example: medicine wheel teachings, traditional parenting;
- Knowledge and understanding of Aboriginal Peoples history with formal justice, residential and child welfare systems and socio-economic challenges;
- Knowledge of and familiarity with Kwanlin Dün First Nation history, culture, values, goals and aspirations is required for success in this position.

Management Skills:

- Demonstrated organization and time management skills;
- Confidence to coordinate, facilitate and manage family support circles;
- Able to work independently as well as within a group environment;
- Demonstrated coordination, mediation and conflict resolution, and counselling skills.

Interpersonal Skills:

- Strong communication skills, written and oral;
- Strong interpersonal, mediation, conflict resolution and counselling skills;
- Knowledge, understanding and practice of principles associated with confidentiality and teamwork;
- Able to handle a demanding and stressful work environment (managing client files and needs, along with administrative duties);
- Displays and demonstrates a positive attitude and good work ethic.

Technical skills:

- Familiar with and proficient with MS Computer software including Word, Access, Outlook and various search engines;
- Experience entering data into a database and solid report writing skills are required.

E. Key Personal Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Manager, Child & Family Support	Immediate Supervisor; receive direction, exchange information, problem solve, program planning, case management
Colleagues (internal and external)	To exchange information and coordinate activities
Kwanlin Dun community members/clients	Provide advice, exchange of information, provide support services including referrals
RCMP; Yukon Government representatives & representatives of the court system	To exchange information; establish & maintain respectful working relationships; coordinate activities and client care; problem solve; participate in meetings or on work teams; training; coordinate & monitor protocols for investigation and assessment of child abuse or neglect
Inter-departmental staff	Coordinate client case management as necessary; to exchange information; problem solve; participate on work teams. Develop and maintain positive professional relations
Non-government organizations	Information exchange; develop and maintain relationships and advisory networks as needed.

F. Direction/Decision Making:

This position is responsible to the Family Service and Enrichment Manager, and Director of Justice. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. The incumbent decides, based on a variety of processes, protocols, guidelines and policies on methodology and organization of work to meet goals and objectives and client needs.

G. Impact and Accountability:

This position is accountable for decisions made in the course of work, and for the integrity and confidentiality offered to each client. Preventative work and client counselling and support is a critical factor in Kwanlin Dun citizens achieving and sustaining healthy families and ability to raise their children in a risk-free environment.

H. Positions Supervised:

Directly: None

Indirectly: None

I. Working Conditions:

The Child & Family Liaison Worker will be located in an office environment, sharing office space with the Director, Family Service and Enrichment Manager, Family Support and Community Development manager, Restorative Justice, Office Administrator and other justice staff.

Some of the Child & Family Liaison Worker's duties will be carried on outside the office, through home visits, assisting members in court, to attend referrals or placement sessions.

The incumbent may be exposed to allergens, pets, dust, dirt and fumes including second hand smoke while attending the client's homes.

The position is demanding physically and emotionally, and will often interact with individuals who have different values, beliefs and life experiences. Clients/people with whom the incumbent works with may be emotional, angry and possibly verbally or physically abusive. There is potential for clients to be under the influence of alcohol and/or drugs. The incumbent must mediate, de-escalate and provide solutions in a calm manner. The incumbent will experience stress due to having to discuss difficult, possible life altering decisions regarding children.

The incumbent should be able to effectively manage stressful situations.

Self-care is crucial and the incumbent should be able to effectively manage stressful situations.

J. Conditions of Employment:

All employees are expected to follow KDFN legislation and policies in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Mandatory confidentiality is a condition of employment, failure of which will result in dismissal.

The incumbent will review KDFN Policies and provide a written acknowledgement, at the commencement of duties, confirming that the policies have been read and are understood.

A Kwanlin Dün Employee cannot take part in any public actions against their employer, including the Kwanlin Dün First Nation Chief & Council to do so would be a direct conflict of interest. In accordance with the Kwanlin Dün Personnel Policy any public action against the First Nation will result in an automatic dismissal. All Kwanlin Dün employees are expected to conduct their duties

in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous organization.

Other conditions include:

- Pre-employment Criminal Record Check with Vulnerable Sector Clearance
- Valid Class 5 Drivers License and annually maintain a clean Driver's Abstract
- First Aid & CPR-C
- Food Safe Level 1 Certificate every 3 years
- TB Clearance
- Proof of both Covid-19 vaccinations

K. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
<p>_____ Signature:</p>	<p>_____ Signature:</p>
<p>_____ Date</p>	<p>_____ Date</p>

<p><u>Manager, Human Resources:</u> (Comments)</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>
<p>_____ Signature:</p>	<p>_____ Signature:</p>
<p>_____ Date</p>	<p>_____ Date</p>