



VANCOUVER ABORIGINAL CHILD & FAMILY SERVICES SOCIETY

JOB POSTING

Child Protection Social Work Assistant

Job: Full-time term, anticipated to January 2020
Hours of Work: 8:30 - 4:30 Monday to Friday
Closing: Open until position is filled
Salary: \$45,070.05 to \$51,022.35 annually; Grid 13
Location: 471 East Broadway Vancouver BC

- Use your child welfare expertise to make a lasting difference in Vancouver's Aboriginal community!
- Receive competitive salary of **\$45,070.05 to \$51,022.35 annually** PLUS a comprehensive benefits package!
- Take on a challenging role that provides membership in the Public Service Pension Plan!

At VACFSS, we ensure that the rights, safety, well-being and spirit of Aboriginal children and families are upheld, honoured and protected. We strive to eliminate oppression, discrimination and marginalization within our community. We acknowledge and honour the inherent wisdom, capacity and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Aboriginal programs and services in collaboration with members of our community and other agencies.

PURPOSE OF POSITION

The Social Work Assistant will support social workers within the Child Protection Program, in the areas of child protection, guardianship, and family services by assisting social workers with some of the non-delegated day to day casework activities. The delegated social worker or Team Leader retains full decision making responsibility.

KEY DUTIES AND RESPONSIBILITIES:

Direct Assistance to Social Workers:

- ◇ Identify sources of information that will be of assistance in the development and implementation of case management plans and the preparation of reports
- ◇ Arrange meetings on behalf of a social worker
- ◇ Maintain a "BF" system for social workers
- ◇ Complete research required by social worker (e.g. policy and procedure or library research on specific problems).
- ◇ Organize files (i.e. ensuring copies of medical, birth certificates on file)
- ◇ Share urgent issues concerning clients with the Social Worker or, in the absence of the Social Worker, with the Team Leader ASAP.
- ◇ Enter payment information on system for clothing, transportation or recreational activities for CIC.
- ◇ Review files to obtain historical information and review materials such as policy and procedures and library resources to assist with various case management issues.
- ◇ Attend meetings with Social Worker to provide input on clients and to report interactions with CIC, clients and foster parents.
- ◇ Attend case conference meetings with Social Worker to understand plan of care or approach and to document meeting outcome for case file.

Support to Youth in Care:

- ◇ Arrange for services with provincial ministries (e.g. Ministry of Housing and Social Development; Ministry of Education)
- ◇ Support case manager and service providers in developing youth's independent living plan.
- ◇ Look for independent housing and arrange for services such as hydro hookups
- ◇ Apply for social insurance numbers and set up bank accounts
- ◇ Assist YIC to locate and register in school or alternate school programs, addictions support services or similar service facilities.
- ◇ Review financial budget issues with youth.

Interaction with Child in Care, Youth and Foster Parents



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- ◇ In consultation with the assigned Social Worker, arrange for physical move of CIC to the new facility and ensure all belongings have been moved.
- ◇ Complete inventory of child's possessions.
- ◇ Make routine appointments such as medical appointments.
- ◇ Inform Foster Parents of the child's needs or behavior issues based on reference documents and information from social worker.
- ◇ Obtain reports from Physician, Foster Parent.
- ◇ Recreation or camp recreation.
- ◇ Accompany child to activities when foster family or social worker is not available.
- ◇ Assist with information gathering for CPOC development.
- ◇ Answer questions regarding the rights of children in care.
- ◇ Liaise with community professionals to support CIC or parents at direction of social worker.
- ◇ Serve as a secondary contact to social worker for clients and their support services.
- ◇ Visit CICs as assigned by Social Worker to gather specific information such as how CICs are adjusting to the care home, whether they are attending school regularly, and if they have adequate transportation for activities.
- ◇ Report interactions with CIC, parents or foster parents back to Social worker and provide input on the child's relationship with the foster parent by observing the interaction with each other and discussing with the Social Worker.

Transportation Assistance

- ◇ Transport children at the direction of the Social Worker (subject to vehicle licensing and insurance capabilities).
- ◇ Arrange routine medical / dental appointments, handle routine requests for transportation payment and resolve transportation issues between clients and office.
- ◇ Arrange for transportation on repatriations at direction of Social Worker.

Coordinate administrative aspects of client case management

- ◇ Assume limited delegated authority under sections 14, 75, 78 and 96 of the CF&CS Act
- ◇ Discuss issues and processes with clients in absence of case Child Protection Social Worker and ensure the Child Protection Social Worker or Team leader is aware of the client's concerns
- ◇ Contact community collaterals to see if clients have attended appointments as agreed and report results back to the Child Protection Social Worker
- ◇ Serve court notices to parents
- ◇ Provide information to families regarding their rights and obligations under the CF& CS Act
- ◇ Answer questions regarding the rights of children in care
- ◇ Complete and forward referral documents to child care resources when children come into care or change resources
- ◇ Complete applications for medical coverage for CIC's and retain copies on the case files
- ◇ Authorize payments for clothing, transportation or recreational activities for CIC's
- ◇ Review files to obtain historical information and review materials such as policy and procedures and library resources to assist with various case management issues

Interact and maintain contact with children-in-care, foster parents and families

- ◇ Take physical care of children when first brought into care or during "take charge" process or repatriations while Child Protection Social Worker is fulfilling other related duties
- ◇ Visit parents or other relatives to advise of appointments when the parents/others do not have a telephone
- ◇ Supervise and record access visits by parents with their children
- ◇ Visit CICs as assigned by the Child Protection Social Worker to gather specific information such as how CICs are adjusting to the care home, whether they are attending school regularly, and if they have adequate transportation for activities
- ◇ Report interactions with CICs, parents or foster parents back to Child Protection Social Worker and provide input on the child's relationship with the foster parent by observing their interaction and discussing issues with the Child Protection Social Worker
- ◇ Coordinate activities with foster parents
- ◇ Accompany child to activities when foster family or Child Protection Social Worker is not available
- ◇ Prepare children, youth and families for court processes by discussing court procedures



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Performs other related duties

- ◇ Participate in multidisciplinary case conferences to understand plan of care or approach and organize and document case management points for Child Protection Social Workers
- ◇ Provide familiarization and orientation to new Child Protection Social Workers on online documentation procedures

QUALIFICATIONS

Education, Training and Experience:

- ◇ BSW or a Bachelor's degree in a related human service field with 3 years of related experience working with child and families

Job Skills and Abilities:

- ◇ Knowledge of Child, Family and Community Services Act and other relevant acts and statutes.
- ◇ Knowledge of mental health and other issues affecting children.
- ◇ Clear understanding of risk factors relating to the protection of children in all environments.
- ◇ Knowledge of related theories, principles, techniques and practice directions relating to children.
- ◇ Knowledge of Aboriginal cultural practices, ceremonies, values and beliefs.
- ◇ Ability to treat clients with respect and in a culturally sensitive manner.
- ◇ Solid assessment skills including those required for good case management.
- ◇ Good computer skills and ability to navigate the internet.
- ◇ Excellent time management and organizational skills.
- ◇ Valid Class 5 Driver's Licence and a reliable vehicle or access to a reliable vehicle required.

APPLICATION PROCESS:

Interested applicants may apply at www.vacfss.com or by using the following link:
<https://vacfss.wufoo.eu/forms/r1dbtk6v16t2lzf/>.

Preference may be given to qualified Aboriginal candidates per Section 41 of the Human Rights Code.