



Surrounded by Cedar Child & Family Services

Position Description

Delegated Services Assistant

Overview

SCCFS' vision is to support the empowerment of the urban Indigenous community to continue the reclamation of traditional systems of caring for and protecting children so no child or youth will be placed in care. To achieve this, SCCFS will provide child and family services strongly rooted in Indigenous cultural values and world views while ensuring urban Indigenous children and youth grow up connected to family, community and culture.

Position Summary

Reporting to the Team Leader, Guardianship & Permanency Planning, the Delegated Services Assistant engages with children and youth in care, birth family members and caregivers while providing case management assistance to delegated workers who maintain case management responsibility for service delivery.

Primary Responsibilities

Guardianship & Permanency Planning

- Assists the delegated worker to make appropriate referrals on behalf of children and youth in care.
- Arranges visits between children and youth in care and their family members if requested by a delegated worker.
- At the request of the delegated worker, liaises with the child/youth's Indigenous community to include them in planning meetings.
- Supports youth in care with their Independent Living Plan by arranging services and/or other activities that align with the youth's plan.
- Participates in case planning meetings/conferences and organizes and documents case planning points.
- At the request of the delegated worker, drafts court documents for approval and signature.
- Serves court documents when required.
- Provides support to delegated workers during court appearances where necessary.
- Provides transportation to children and youth in care when requested.

Development and Ongoing Monitoring of Care Plans

- Assists the delegated worker in gathering information for the Care Plan.
- Tracks Care Plan development and review dates.
- Arranges Care Plan meetings that are inclusive of the child/youth's circle.

- Attends the Care Plan meeting, organizes and documents pertinent information to be included in the Care Plan.
- Assists the delegated worker to draft, amend or revise the Care Plan.

Youth Agreements (YAG's) and Agreements with Young Adults (AYA's)

- Where necessary, supports the delegated worker to open electronic files for new YAG and AYA clients.
- Monitors YAG and AYA agreement expiration dates and provides notification to the appropriate delegated worker.
- Enters payment requests according to the YAG and AYA payment agreements.

Case Management & Documentation

- Participates in case planning meetings where requested by the delegated worker. Organizes and documents case planning meeting points.
- Assists the delegated worker to complete required paperwork to assist in the timeliness of permanency planning and to ensure records are consistently up to date.
- Meets with the Team Leader on a consistent basis for supervision.

Financial Processes

- Adheres to the agency's financial policies and procedures.
- Ensures financial approvals are obtained prior to entering into any spending commitments.
- Assists in resolving any payment issues that may arise.
- Tracks receipts for all spending on company credit cards.

Delegated Team Responsibilities

- Attends weekly delegated team meetings. Contributes meaningfully to discussions.
- Attends bi-weekly staff meetings, in-house trainings, and other meetings as required. Participates in agency events and activities as necessary.
- Participates in agency committees and/or working groups at the request of the Team Leader or other members of the Leadership Team.
- Acts as a mentor to new team members.
- Attends work-related conferences, seminars and workshops as requested in order to enhance knowledge.

Other related duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of the history of Indigenous people in Canada and the impact of historic and intergenerational trauma.
- Ability to connect in a meaningful way with urban Indigenous children and youth who have been placed in the Continuing Care of the Director, focusing on establishing a positive mentoring relationship that will create opportunity for children/youth to express themselves and their needs.
- Able to demonstrate respect, care and compassion free of judgement.
- Understanding of AOPSI standards, the *Child Family and Community Service Act*, *Family Law Act*, *Adoptions Act* and other relevant legislation and standards.

- Knowledge of resources available to urban Indigenous clients and how to access them.
- Demonstrated ability to work in a respectful and collaborative way with team members, knowledge keepers, children/youth, extended family members, Nations, caregivers, and various agencies within the community.
- Ability to work with clients, birth family members and community members from a trauma informed practice approach and promote healing opportunities for children and families.
- Well-developed written and verbal communication skills.
- Strong planning skills.
- Intermediate computer skills including MS Office (Word, Excel, Outlook and PowerPoint).
- Well organized and proactive with strong time management skills. Ability to establish priorities and adapt to frequently changing priorities.
- Ability to maintain strict confidentiality.
- Able to work independently as well as working within a collaborative team framework.
- Respect for Indigenous people and culture.

Training, Education, and Experience

- Grade 12 education and at least 2 years’ certification/diploma or post-secondary education in a related discipline such as Social Work, Child & Youth Care or other human service equivalent.
- At least 2 years’ experience working with children, youth and young adults who experience multiple barriers (multiple placements, homelessness, poverty, mental health, addiction, trauma, etc.).
- Experience working within the urban Indigenous community or with urban Indigenous children, youth and families is preferred.
- Current B.C. Class 5 Driver’s license, satisfactory driver’s abstract, adequate vehicle insurance including business coverage and access to a safe reliable vehicle.
- Satisfactory Criminal Record Check.

Working Conditions

Work is performed in a variety of settings including the SCCFS office, client homes, and community settings. Regular travel to attend meetings and events is required. Evening and weekend work are required from time to time.

Critical Success Factors

In support of our Vision and Mission, we embody an agency culture that is supportive, team-oriented, caring, genuine/authentic, respectful, and fun (with laughter). Most importantly, we work from the heart to support our belief that: *Children are the most sacred gift that will ever be given by the Creator.*

<i>Department:</i>	<i>Guardianship & Permanency Planning</i>	<i>Reports To:</i>	<i>Guardianship Team Leader</i>
<i>Updated:</i>	<i>March, 2021</i>	<i>Direct Reports:</i>	<i>None</i>