



# Surrounded by Cedar Child & Family Services

## Position Description

### *Guardianship & Permanency Planning Worker*

## 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 Guardianship & Permanency Planning Team Leader, the Guardianship & Permanency Planning Worker (GPPW) acts as legal guardian to urban Indigenous children and youth in the Continuing Care of the Director of Child Welfare in alignment with the *Aboriginal Operational Practice Standards and Indicators (AOPSI)*, the *Child, Family and Community Services Act (CFCSA)*, and *An Act Respecting First Nations, Inuit, and Métis Children, Youth and Families*. While focused on individual safety and well-being, the GPPW provides service that is strongly rooted in Indigenous cultural values and beliefs, ensuring urban Indigenous children and youth in care remain connected to their families, communities, and cultures. The GPPW works with youth to prepare them for independence. The GPPW also provides support to youth accessing the Youth Agreements (YAG) program, and young adults accessing SAJE Support Agreements (SSA), SAJE Housing Agreements (SHA), Conditional Income Support Agreements (CISA), and/or Unconditional Income Support Agreements (UISA).

## Primary Responsibilities

### *Guardianship & Permanency Planning*

Acts as legal guardian to urban Indigenous children and youth in the Continuing Care of the Director of Child Welfare in South Vancouver Island.

- Advocates for the child/youth's physical, emotional, mental, cultural, and spiritual needs.
- Ensures children and youth understand, as much as possible, why they are in care.
- Involves children and youth in ongoing planning wherever possible.
- Ensures that the children/youth are aware of their rights under s.70 of the *CFCSA*, and that these rights are honoured within the child/youth's placement.
- Maintains monthly private visits with children/youth in care, ensuring their ongoing safety and well-being.
- Makes appropriate referrals based on the child/youth's needs and wherever possible, attends appointments with the child/youth and/or follows up with caregivers.
- Involves birth parents and extended family in planning where it is appropriate to do so.

- Liaises with the child/youth's Indigenous community to ensure they are included in all aspects of planning for the child/youth's care.
- Ensures there is the opportunity and means to reconnect urban Indigenous children/youth to their families, communities and cultures as appropriate.
- Assists children/youth in care to travel to their ancestral territories and to maintain familial and cultural connections. Travels with the child/youth as required.
- Provides on-going support and guidance to the child/youth for the duration of their time in care, taking into consideration the child/youth's views and best interests as outlined in legislation.
- Prepares the child/youth for permanency or placement transitions and assists youth in care to transition out of care at the age of 19.
- Prepares and submits applications to the court, representing the Director in legal proceedings; attends court with the child/youth; provides clear explanations of court processes to the child/youth, and their families; and collaborates with legal counsel to effectively advocate for the child/youth.
- Ensures any allegations of abuse or neglect are immediately reported to a fully delegated worker.
- Works alongside youth to transition into adulthood including building life skills, establishing and maintaining housing, and navigating adult community support services.

#### *Development and Ongoing Monitoring of Care Plans*

- Ensures that culturally appropriate and specific Care Plans are developed and implemented for every urban Indigenous child/youth in the continuing care of Surrounded by Cedar.
- Develops Care Plans that have a primary focus on permanency for the child/youth in care (e.g., Transfer of Custody, Adoption, cancellations of the CCO).
- Collaborates with the child/youth and all members of the child/youth's care team in the development of the Care Plan.
- Sets and updates goals to support holistic health, cultural and permanency planning.
- Monitors, reviews and adjusts plans as needed.
- Meets with members of the child/youth's support network to discuss needs. Builds/enhances support network where needed.
- Involves birth parents and extended family in planning when possible and as appropriate.
- Ensures the child/youth's Nation(s) is involved in planning wherever possible.
- Works with the agency's various support services programs to ensure the child/youth's meaningful connection to culture, identity, and family. This may include Lifelong Connections, Cultural Continuity, and the Cultural Programs Department.
- Develops plans to reunite the child/youth with family, placing with extended family (or another family setting) whenever possible. Attends family planning meetings, mediations, meetings with parent support, and works with MCFD to assess reunification.
- Develops collaborative plans to prepare youth for independence at age 19.

#### *Youth Agreements (YAG's), SAJE Housing Agreements (SHA), SAJE Support Agreements (SSA), Conditional Income Support Agreements (CISA) and Unconditional Support Agreements (UISA)*

- Assesses eligibility, enters into and monitors agreements with youth/young adults through the YAG, SSA, SHA, CISA and UISA programs.
- Tracks youth/young adult's progress and, in collaboration with the youth/young adult as needed, creates modifications to the YAG, SSA, SHA, CISA or UISA.

- Works collaboratively with the youth/young adult, their support circle, community providers, and Nations, providing engaged and ongoing support.
- Supports youth as they enter young adulthood, working alongside the youth to identify their needs and develop transition planning goals.
- Assists youth/young adults to access and navigate appropriate holistic services, including cultural/spiritual, medical, financial, educational, housing and other community supports.
- Supports youth/young adults who may be experiencing or have experienced multiple barriers, including mental health, houselessness or risk of houselessness, trauma, addiction etc.
- Supports youth/young adults to strengthen their life skills.
- Assists in the visioning, development and facilitation of life skills programming.
- Ensures financial support is accurate and available as identified within any financial agreements.

### *Case Management & Documentation*

- Documents all contact with children/youth in care according to agency standards and follows up on any action items arising from this contact.
- Ensures that documentation and file recordings are accurate, complete, and up to date according to standards and Agency policy.
- Participates in case planning meetings; collaborates regularly with the child/youth and their team to support planning, makes referrals to appropriate resources as needed, follows up to ensure services are effective, and documents all case planning activities.
- Meets with the Team Leader on a consistent basis for clinical supervision to review case file records, progress reviews, and to set/adjust Care Plan goals.
- Consults with the Team Leader at key points in the provision of Guardianship services and ensures there is a thorough review of relevant facts and data before decisions are made.
- Completes required paperwork for each child/youth and ensures records are consistently up to date. Ensures case files contain clear, accurate and orderly records. Maintains electronic files of case notes, care plans, safety plans, travel plans, school plans, and general case correspondence.

### *Financial Processes*

- Adheres to the agency's financial policies and procedures.
- Ensures eligibility requirements have been met prior to entering into any agreements with youth or young adults.
- 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*

- Maintains availability to provide duty coverage on a weekly basis, or more frequently, according to a rotating schedule developed by the Team Leader.
- Attends scheduled delegated team meetings and collaborative planning meetings. Contributes meaningfully to discussions. Provides up to date information regarding caseload.
- Covers other caseload responsibilities as requested by the Team Leader.
- Attends scheduled 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.
- Audits own work for compliance with required standards.

*Other related duties as assigned.*

## **Job Requirements**

### **Knowledge, Skills, and Abilities**

- Knowledge of and respect for Indigenous people and their cultures with a deep understanding of the colonial history and harms that have resulted in the overrepresentation of Indigenous children, youth, young adults and families in the modern-day child welfare system.
- Demonstrated ability to build respectful, culturally safe, and trusting relationships with Indigenous children, youth, families, Nations, caregivers, and community partners.
- Comprehensive knowledge of relevant legislation, standards, and practice frameworks, including *AOPSI Standards*, the *Child, Family and Community Service Act*, *An Act Respecting First Nations, Inuit and Métis Children, Youth & Families*, the *Family Law Act*, *Adoption Act*, and related policies and procedures.
- Knowledge of urban Indigenous community resources, cultural supports, and service networks. Ability to effectively connect children, youth, young adults and families to appropriate services.
- Knowledge of child and youth development, including mental health, substance use, and diverse developmental and behavioural needs (e.g., FASD, ADHD, autism, PTSD), and the ability to respond with appropriate supports and advocacy.
- Understanding of youth transitions to adulthood, including navigating systems such as housing, income, education, health, and justice.
- Strong commitment to trauma-informed, culturally grounded, and strengths-based practice that supports healing, connection, and permanency.
- Ability to collaborate effectively across multidisciplinary teams and systems, including community agencies and the judicial system.
- Excellent communication and interpersonal skills, including clear, timely documentation and the ability to engage diverse audiences.
- Proven ability to manage conflict and de-escalate complex or volatile situations using both culturally grounded and mainstream approaches.
- Strong organizational, planning, and time management skills, with the ability to prioritize and adapt in a dynamic environment.
- Ability to work independently with sound judgment while contributing to a collaborative team environment.
- High level of professionalism, integrity, and confidentiality.
- Proficiency in Microsoft Office and relevant case management systems.

### **Training, Education, and Experience**

- Bachelor’s Degree in Social Work, Child & Youth Care or a related discipline.
- A minimum of one year of Indigenous child welfare experience.
- An equivalent combination of education and/or training and at least three (3) years of child welfare related experience will be considered.
- Preference will be given to candidates who currently hold C4 delegation in British Columbia.
- A willingness to travel, sometimes to remote locations, and work some evenings and weekends.
- Valid Class 5 driver’s license, access to a safe and reliable vehicle, and a favourable driver’s abstract.
- Satisfactory vulnerable sector check as required through the *Criminal Records Review Act*.

**Preferences**

In accordance with Section 41 of the *BC Human Rights Code* and Section 15 of the *Canadian Charter of Rights and Freedoms*, preference will be given to qualified applicants with First Nations, Métis and/or Inuit ancestry.

**Working Conditions**

Work is performed in a variety of settings, including in office, client homes and community settings. Working hours are generally Monday to Friday, 8:30 a.m. – 4:30 p.m. Some evening and/or weekend work may be required. Work involves supporting children, youth and young adults with varying complex needs which may result in exposure to substance use and volatile behaviour. Regular travel. Some computer work may require longer hours of sitting and eyestrain. Multiple shifting priorities. May be required to occasionally lift or move equipment and boxes up to 50 pounds.

**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 &amp; Permanency Planning</i>	<i>Reports To:</i>	<i>Guardianship &amp; Permanency Planning Team Leader</i>
<i>Updated:</i>	<i>May, 2026</i>	<i>Direct Reports:</i>	<i>None</i>