



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Placement Resources
Licensing & Assessment Officer
Permanent Fulltime
February 2019



GENERAL STATEMENT OF POSITION:

The Placement Resources Licensing and Assessment Officer is responsible for the licensing and home assessment reporting of approved facilities for Siksika Children's Services Child Intervention clients. Additionally, the position is responsible for the overall case management of Kinship caregivers in such a way that honours the child, family, community, culture and traditions of Siksika Children's Services Child Intervention clients. It is the goal of Siksika Children's Services to ensure a safe, nurturing environment in caregiver homes while meeting basic and enhanced needs of children and youth from birth to 18 years of age. Overall the implementation and delivery of the Siksika Children's Placement Resources Program in accordance to the Child, Youth and Family Enhancement Act, other related provincial legislation, and all established Siksika Policies/Procedures and Siksika culture and traditions as incorporated by the agency.

LOCATION: Siksika Children's Services Strathmore Office

SUPERVISION RECEIVED:

The Placement Resources Licensing & Assessment Officer works under the direction of the Siksika Children's Services Placement Resources Supervisor/Team Lead.

DUTIES & RESPONSIBILITIES:

- Complete Initial/Annual assessments of all facilitates under Siksika Children's Services: Kinship, Group and Foster homes.
- Conduct site visits, review of qualifications, and service standards as part of post-placement case management.
- Ensure regular and consistent contact with Kinship Caregivers that extends a collaborative approach between Kinship Caregiver, Intervention Generalist and Placement Resource Officer for the support and sustainability of the children or youth's placement in the caregivers' home.
- Coordinate education, training and cultural opportunities using annual training/cultural planning tools for Caregivers.
- Conduct ongoing assessment of Caregivers strengths, challenges and developmental opportunities.
- Identify and address non-compliance, quality of care and safety environmental concerns as it relates to Kinship Caregivers.



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- Document and record all Caregiver contact, progress and relevant information pertaining to Caregiver.
- Participate in team meetings and/or individual supervision to re-evaluate program goals and explore best placement match for child/youth.
- Work in close coordination with Cultural Coordinator and Recruitment Officer to ensure Siksika knowledge, language and traditions are incorporated into all aspects of role.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- Clinical skills in assessing risk and protective factors of caregivers' environment.
- Knowledge of theories, indicators, impact and interventions related to physical, sexual and emotional abuse and neglect of children.
- In-depth knowledge pertaining to child development and safety, family of origin issues, and the health, social and psychological conditions affecting children's behaviors.
- Must have sound understanding and show respect and sensitivity for Siksika Culture and Traditions
- Must possess excellent computer skills.

EDUCATION AND EXPERIENCE:

- Bachelor of Social Work degree and other related experience. Social Work Diploma may be considered with extensive direct work experience.
- Bachelor degree in a related social science or education discipline with three (3) years' direct related experience, may be considered
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

WORK ENVIRONMENT:

- Unavoidable interruptions, changing priorities, workload emergencies, along with client trust relating to employee's mandate to investigate reports of abuse, neglect and emotion and injury.
- Periods of excessive activity.



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JOB REQUIREMENTS/CERTIFICATIONS:

- Clear Criminal Record check dated within the last 6 months of application date. May need to update Criminal Record Check as directed by agency.
- Clear Child Intervention Check through current provincially regulated intervention information system.

COMPENSATION:

Salary will be based on qualifications, education and experience.

CLOSING DATE:

Position will remain open until suitable candidate is found.

Candidates are encouraged to apply early to ensure their application is given consideration and to have their Child Intervention Check and Criminal Record Check ready for submission as the position is currently vacant and the organization is seeking to make an immediate placement. Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com

SFSC thanks all applicants and wishes to advise that only those candidates selected for an interview will be contacted.