

Job Posting

Internal

External/Internal

Job Title:

Collaborative Planning Coordinator

Posting No:

JH 179

Job Location: Campbell River

Note: This position includes a full benefit package, enrolment in the Municipal Pension Plan, and three weeks of paid vacation.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$33.17 - \$38.63, Paraprofessional Grid 14, Step 1*

Schedule: To be determined with Manager

Hours per week: 28

Closing date: November 30, 2020, at 4:30 pm with a possible extension until a suitable candidate can be found. Applications will not be considered after this date if a suitable candidate has been found.

Apply to (cover letter, resume, and 3 references):

Alisha McLain

Email:

alisha.mclain@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJE/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

This position is subject to Article 13.5 Recall

Job Description

<i>Job Title:</i>	Collaborative Planning Coordinator
<i>Work Site:</i>	Campbell River
<i>Program:</i>	Collaborative Planning
<i>Benchmark:</i>	Unique, points 711
<i>Grid Level:</i>	14, Paraprofessional grid
<i>Reports To:</i>	Program Manager, Campbell River
<i>Prepared Date:</i>	August 8, 2007
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	August 23, 2007
<i>Revised:</i>	August 4, 2010
<i>Reviewed:</i>	September 20, 2018

Summary

Working with diverse community partners, the Collaborative Planning Coordinator organizes family group conferences, ensures the family and other participants understand the purpose and process of the conference, and works with the family and the referring social worker to determine the terms and conditions of the conference. The Coordinator works closely with families and Aboriginal agency or MCFD staff to determine who is to attend a conference (involving community members as appropriate), conducts the conference and documents the outcome of the plan proposed by the family.

Key Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each key duty satisfactorily. Other related duties may be assigned.

- Plans and develops a process to carry out family group conferences (FGC), according to the procedures identified in MCFD's Family Group Conference Reference Guide. Uses approved data entry tools to record and track FGC outcomes. Provides regular progress reports on the usage and effectiveness of FGCs.
- Prepares for FGCs by:
 - Assisting families to identify family members, extended family and other significant people who may participate in the conference,
 - Contacting the identified people to invite and prepare them for the conference by identifying strengths and FGC guidelines.

- Works with families to identify the supports that they have and the supports that they will need to develop a workable plan to ensure the child’s safety and well-being.
 - Connects with community resources that can assist in FGCs through the provision of language or cultural interpretation, and ensures that the individuals participating will provide information to help assist with the planning for the child/youth and that these individuals are, whenever possible, acceptable to the family.
 - Identifies service providers in conjunction with both the child protection worker and the family.
- Facilitates FGCs – as per the requirements of the reference guide - where the family members meet with the service providers involved with the case (including the child protection social worker) in a manner that is respectful of, and empowering to, families and that allows the family to participate fully in decision-making.
 - Reconvenes the initial FGC when the family has a plan to be presented to the child protection social worker and supervisor for approval, including assisting the family to regroup if the first plan is not acceptable, or if aspects of the plan need further discussion.
 - Arranges a review conference if the planning initially is unsuccessful or if the family has requested a review or follow-up conference. Sends out a copy of the agreed upon plan to all participants within two weeks of the conference.
 - Arranges logistics for setting up the conference including venue, transportation, refreshments, childcare, and accommodation.
 - Maintains accurate reports and records and ensures that all documentation, including documents for presentation to court and reports on the usage and effectiveness of FGCs, is complete.
 - Promotes awareness and encourages use of the FGC model by communities/agencies serving families that have MCFD involvement.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- Degree in social work, counselling or a related field.
- Minimum two (2) years’ experience in child welfare work in the last five years, which should include:
 - Knowledge of Family Group Conferencing /Family Group Decision Making models
 - Knowledge of Child, Family and Community Service Act, Adoption Act, Family Relations Act, Mental Health Act, Youth Criminal Justice Act and BC Benefits Act pertaining to youth services and related MCFD policies and procedures
 - In depth knowledge of social work ethics, principles and practices

- In depth knowledge of needs and issues related to child development, child protection, and providing effective programming
- Experience in building relationships and providing support services to family members and other stakeholders.

Other Skills and Abilities

- Ability to solve problems and resolve disputes collaboratively
- Ability to understand and articulate the dynamics of abuse and neglect
- Ability to work constructively within a multi-disciplinary organization
- Good organization, time and general management skills
- Ability to be flexible and adjust to changing, challenging environments
- Understanding and experience working with Aboriginal people, and with Aboriginal organizations and agencies in partnership
- Understanding of the role of culture in a FGC

The Coordinator must:

- Be familiar with facilitating an environment which fosters a sense of trust and collaboration.
- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face.
- Have the ability to accept the differences he or she will find among his or her clients.
- Have the acceptance of clients' rights to self-determination and individuality and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work respectfully in partnership with other team members, including referring authorities.
- Recognize the value of a nurturing family as the ideal environment for a person.

Other Job Requirements

- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP
- The Coordinator will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Coordinator will also abide by the relevant rules and regulations as set out by the Ministry of Children and Family Development

- Driver's licence, appropriate insurance and vehicle. The Coordinator is required to travel to MCFD offices and other locations

Diversity

The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets