



# Family & Children's Services of Renfrew County

*Together, A Caring Community.*

## RESOURCE WORKER

**Department:** Resources  
**Reports to:** Resource Supervisor  
**Location:** Office location: Pembroke; Caseload: county-wide

### POSITION SUMMARY:

Family and Children's Services approves Foster, Foster to Adopt and Kin Care applicants to provide family-based care to a child/ren found in need of protection. The Resource Worker position is responsible for completing Inquiry contacts with prospective applicants, to provide training to both new and approved Resource homes, to complete SAFE Assessments, Annual Assessments, and support to Resource families as well as recruitment. Placement requests and the placement matching function are completed by the Resource Worker, as well as active participation in Permanency Planning meetings and Adoption Conferences.

### GENERAL RESPONSIBILITIES:

- Key responsibilities include recruitment, training, assessment, support and retention of Resource families with a focus on recruiting and assessing family based care options for youth currently placed in OPRs and facilitating the development of customary care options for indigenous youth.
- Complete Placement requests, both internally and externally, including OPR requests
- Participation in Permanency planning meetings and Adoption conferences
- Support of Resource families in regards to policy and procedures, Ministry licensing and the enhancement of the working relationship between Agency workers and Resource families
- Participation in team meetings and staff meetings
- Participation on Agency committees or external committees, as per assignment by Supervisor
- Assist with special projects as needed
- Complete After Hours Emergency Coverage as scheduled
- Other duties as assigned by Supervisor

## **PERFORMANCE INDICATORS**

- Clinical assessment, evaluation skills and effective communication skills demonstrated and documented
- Supportive Quarterly visits and Annual Assessments completed and documented as per timelines and licensing requirements
- SAFE Assessments completed as assigned
- Participation in supervision and case conferencing with demonstration of knowledge Resource family, placement in the home and permanency plans for the child/ren
- On-going nurturing of approved Resource families in respect to ensuring the PRIDE Competencies are reflected in their care of a child/ren

## **KNOWLEDGE & SKILL REQUIREMENTS:**

- BSW or MSW required
- PRIDE Team Training and SAFE Assessment Tool Training
- Working knowledge of the CFSA, Ministry Licensing Standards and Guidelines and Agency Policies and Procedures
- Excellent assessment skills
- Excellent written and verbal communication skills
- Demonstrated mediation and conflict resolution skills
- Working knowledge of a computer and the ability to learn and effectively use relevant information systems within the Agency
- Demonstrated organizational skills and ability to meet recording demands and responsibilities
- Demonstrated initiative and leadership

## **SALARY:**

As per Collective Agreement