

## Champagne and Aishihik First Nations

**Position Title:** Child and Family Support Worker

**Department:** Community Wellness

**Supervisor:** Wellness Manager

**Date:** April 1, 2017  
Revised July 2019  
Revised June 2024

**Wage Level:** 7

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A. **Job Summary:**

Reporting to the Wellness Manager, the Child and Family Support Worker is to assist and support children, families and community through community alternative processes; to build and stabilize strong family and community support systems, to provide parents with access to and use of professional and community resources that will ensure awareness of their legal rights and responsibilities, as well as other resources that will strengthen their abilities to raise their children in a risk free environment and to equip parents and families to address and uphold their responsibilities and obligations to their children when involved in the child welfare system.

B. **Main Duties**

- Gathers information relevant to the client's need for supports through home visits, meetings with caregivers and service providers and summarizing through case notes.
- Assess the information gathered to identify clients' needs and risk factors. Develop an implementation and intervention plan;
- Assist, liaison and support Case Managers with Champagne and Aishihik child, family and community involved in child protection investigations
- Provides referrals, support guidance and problem solving to clients to address issues related to family;
- Provides parenting skill building, emotional support and feedback to clients;
- Develops, coordinates, facilitates and oversees ongoing support systems, which include community, personal and professional resources;
- Attend child placement plan sessions with parents, to assist in understanding expectations surrounding legal requirements that may relate but are not limited to: supervision orders, temporary placements, permanent placements and visitations;
- Assist and support Champagne and Aishihik children, family and community to access and effectively utilize parenting support programs and services;
- Coordinate and facilitate community awareness forums to empower and equip the community, families and parents towards developing risk free environments for Champagne and Aishihik First Nations' children;

- Assist Champagne and Aishihik First Nations and the Community Wellness Department to develop and implement culturally appropriate policies and standards surrounding child protection matters;
- Ensure Champagne and Aishihik children, family and community understand their legal rights, roles and responsibilities over child matters; roles of the Community Wellness department; and court procedures and are aware of program and services
- Liaison, coordinate and facilitate family support systems with personal and professional resources, to assist in placement and aftercare plans;
- Provide monthly written reports that reflect client intake, progress reviews, meetings attended and the nature of client involvement with program;
- Attend regular staff/administration meetings, as well as interagency and community meetings when required;

C. **Education and Experience**

- Diploma in Social Work, Child & Youth Care, Aboriginal Law/Justice or equivalent from a recognized institution in Canada. A Degree in one of the areas noted above is an asset;
- Current successful experience related to child/youth welfare is required;
- Experience with formal justice system operations; child protection legal proceedings, legal and professional support agencies for children & parents;
- Considerable experience with coordination, case management, mediation and conflict resolution specific to children & families with the ability to coordinate, attend and oversee on going case management meetings and awareness forums between CAFN Wellness department and Government of Yukon Department of Family & Children's services;
- Knowledge of and considerable experience working within the parameters of child welfare legislation, policies, practice and administration as it relates to child protection matters;
- Experience working in a First Nation community is an asset.

**Note: an equivalent combination of formal education and considerable experience in the above areas will be considered.**

**Knowledge**

Knowledge and understanding of holistic and alternative processes such as family support circles, mediation;

Knowledge and understanding of principle teachings associated with aboriginal culture and heritage, for example: medicine wheel teachings, traditional parenting;

Knowledge and understanding of Indigenous Peoples history with formal justice and child welfare systems and socio-economic challenges;

Knowledge of the history and culture of the Champagne and Aishihik First Nation community and family structures.

**Management Skills**

Demonstrated organization and time management skills;

Confidence to coordinate, facilitate and manage family support circles;

Able to work independently as well as within a group environment;

Demonstrated coordination, mediation and conflict resolution, and counselling skills

### **Interpersonal Skills**

Strong communication skills, written and oral;  
Strong interpersonal, mediation, conflict resolution and counselling skills;  
Knowledge, understanding and practice of principles associated with confidentiality and teamwork;  
Able to handle a demanding and stressful work environment (managing client files and needs, along with administrative duties);  
Displays and demonstrates a positive attitude and good work ethic.

### **Technical skills**

Familiar with and proficient with MS Computer software including Word, Access, Outlook and various search engines;  
Experience entering data into a database and solid report writing skills are required.

#### F. **Decision Making**

This position is responsible to the Community Wellness Director. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. The incumbent decides on methodology and organization of work to meet goals and objectives, and client needs.

#### G. **Impact and Accountability**

This position is accountable for decisions made in the course of work, and for the integrity and confidentiality offered to each client. Preventative work and client counselling and support is a critical factor in Champagne and Aishihik First Nations' citizens achieving and sustaining healthy families and ability to raise their children in a risk free environment.

#### H. **Positions Supervised**

None

#### I. **Working Conditions**

The Child and Family Support Worker will be located in Haines Junction. However, nearly 75% of the Child and Family Support Worker's duties will be carried outside the office, through home visits, assisting members in court, to attend referrals or placement sessions.

The position is extremely demanding, physically and emotionally. The incumbent may experience anxiety from time to time and should be able to effectively manage stressful situations.

#### J. **Conditions of Employment**

- Clear Criminal Records check with Vulnerable Sector check prior to starting employment
- Valid Class 5 Driver's license & reliable transportation
- Valid Food Safe Certificate
- Willingness to work evenings and/or weekends, as required
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Community Wellness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date