



Coordinator, Foster Care, Adult Services and Adoption

Full-time Indeterminate

JOB SUMMARY:

In accordance with the Northwest Territories Social Worker Profession Act, the Government of the NWT Child and Family Services Act, the Child and Family Services Standards and Procedures manual and the practices of the Hay River Health Authority, as part of the primary community care team, the Coordinator, Foster Care, Adult Services and Adoption oversees the Foster Care Program, support and coordination services to adult clients requiring specialized placement and the adoption program for the Hay River, Enterprise and Katlodeeche First Nation. Coordinator, Foster Care, Adult Services and Adoption is also responsible for providing community based Social Service Programs including: Child Protection, Social Services, and Elderly and Handicapped Services, all three programs focus, guide and support communities, families, children and individuals through a healing process and the development of positive, healthy life skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Specialized professional knowledge in the behavioral sciences is essential to perform the specialized professional functions of this position.
- Ability to administer, manage and provide leadership with excellent interpersonal communication skills (both written and verbal), and the ability to work co-operatively as a team member
- Must have excellent organizational behavior, analytical, facilitation and presentation skills
- Must have good knowledge of investigation skills
- Must have a working knowledge of total quality management or continuous quality improvement processes.
- Must be computer literate; Outlook, word document, excel and SharePoint
- Knowledge and understanding of human personality, attitude formation and change and how to design and facilitate a change process;
- Thorough knowledge of the administrative philosophies, policies and practices of organizational systems and larger social systems
- Excellent written and oral communication skills including listening, observing, identifying and reporting
- Knowledge of Child and Family Services Act, Child and Family Services Standards and Procedures Manual, Adoption Standards, Young Offenders Act, Adoption Act and their Regulations
- Knowledge of Social Work standards of practice, ethics and policies
- Knowledge and ability to implement social work theories, practices and procedures
- Must have a Valid Class 5 Driver's License

A Degree or Diploma in Social Science or Social Services plus 2 years of experience in Social Services case management, program development and delivery;

- Must be able to obtain NWT Child Protection Appointment
- Must be able to obtain NWT Adoption Worker Appointment
- Must be able to produce a Satisfactory Departmental check with the Child and Family Services Information System

Salary: \$45.54 to 54.39 per hour (Range 15)
Status: Full Time Indeterminate
Closing Date: Open until suitable candidate found
Competition #: 059-21

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to a maximum of \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicants must submit a resume quoting file number to:
Human Resources, Hay River Health & Social Services Authority
37911 Mackenzie Highway, Hay River, NT X0E 0R6
Fax: (867) 874-8345, hrhssa_competitions@gov.nt.ca

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*