

## **Job Description**

POSITION:	Clinical Coordinator
ACCOUNTABILITY:	In-Home Child and Youth Manager
CLASSIFICATION:	Full-Time Contract
DATE APPROVED:	October 24, 2023

### **JOB PURPOSE**

The Clinical Coordinator is responsible to consult with internal and external service providers to coordinate and implement services grounded in the Anishnawbek culture for children and youth residing in Agency homes. The Clinical Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

### **KEY JOB FUNCTIONS**

#### **Service Coordination**

Responsible to coordinate services for children and youth residing in Agency homes.

- Liaise, consult and work effectively with North Shore First Nation communities, Nogdawindamin Family and Community Services, and affiliates;
- Develop and coordinate specialized service delivery and programming within the home to achieve identified goals;
- Develop and/or assist with the development of wholistic treatment plans;
- Coordinate service navigation for clients with internal and external service providers,
- Act as a liaison between clients, client families, and health care professionals;
- Submit and coordinate referrals as required;
- Promote, support, and maintain effective working relationships with all service providers;
- Facilitate meetings for service planning as required.

#### **Relationship and Team Building:**

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

#### **Cultural Competency**

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency.
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency.
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities, and other collaterals.

- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective.
- Engage in learning and incorporating Anishinaabemowin language within the position.

### **Administration and Reporting:**

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed.
- Prepare reports, statistics, briefing notes, and correspondence as required.
- Develop and maintain an individual detailed work plan of activities.
- Ensure confidentiality and safekeeping of all Agency documents and records.
- Develop and maintain accurate, up-to-date, and concise work files.
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly reports and travel expense claims and maintain attendance records.
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

### **Other Duties**

- Act in accordance with agency Code of Ethics and always maintain confidentiality to protect the privacy of Agency staff, families, and communities.
- Participate in internal or external committees as required or assigned.
- Perform additional related duties in accordance with job responsibilities and department objectives.
- Participate in training, cultural events and other mandatory training as required.
- Other duties as required or assigned.

## **QUALIFICATIONS**

### **Minimum Education**

- University degree in Social Work
- Diploma in related field may be considered

### **Minimum Experience**

- Three (3) years' experience within the child welfare system
- Equivalent combination of education and experience may be considered

### **Knowledge Requirements**

- Knowledge of First Nation communities and structures
- Knowledge of local services available to children and families
- Knowledge and understanding of the Child Youth and Family Services Act
- Knowledge of Child Welfare data elements
- Knowledge of Child Welfare framework
- Knowledge of organizational service systems
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions, and the Seven Grandfather Teachings
- Knowledge of North Shore First Nations

### **Special Skills**

- Excellent interpersonal skills
- Excellent case management and coordination skills
- Excellent mediation skills
- Excellent conflict resolution skills
- Excellent problem-solving skills.
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software

- Excellent facilitation, coordination, assessment, and planning skills
- Ability to work independently and within a team environment
- Ability to deal with difficult and conflicting situations
- Ability to use good judgment and consistently display a positive and helpful attitude
- Ability to take initiative and meet deadlines
- Ability to work flexible hours including unplanned overtime
- Ability to adapt to and manage change
- Ability to work with confidential and highly sensitive and personal information
- Ability to work with First Nation communities and people

**Other Requirements**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

**WORK SITE LOCATION**

To be determined.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Clinical Coordinator will typically be in an office and client home setting. The Clinical Coordinator is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Clinical Coordinator will be required to travel to meetings within the district.

The implementation of child welfare programs and the administration of employees can be emotionally and mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Clinical Coordinator to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Aboriginal people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

**TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, fax machine and cell phones.

**SUPERVISORY RESPONSIBILITY**

This position is not required to supervise staff.

**KEY RELATIONSHIPS**

**Internal**

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The position requires interaction with the Senior Director of Services, Director of Services, In-Home Child and Youth Manager, Protection and Resource Managers, Supervisors, co-workers, and other staff.

**External**

The Clinical Coordinator will interact with First Nation staff, community members, community partners and collateral agencies.

**DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date