

Job Description

POSITION:	Baby Cuddler (In-Home/NICU)
ACCOUNTABILITY:	Neonatal Services Manager
CLASSIFICATION:	Casual
DATE APPROVED:	April 27, 2022

JOB PURPOSE

The Baby Cuddler provides one-on-one support to infants in their home or in the hospital NICU. They assist with the comfort and needs of the infants through interaction including hugging, holding, rocking, singing, talking (story telling), etc. The Baby Cuddler will be in direct contact with infants and their parents/caregivers. The program is designed to address all aspects of the infant's health. The Baby Cuddler functions within legislative requirements, regulations, policies and procedures and the Mission, and Vision of Nogdawindamin Family and Community Services. Baby Cuddlers will be situated in the East, Central and West regions.

KEY JOB FUNCTIONS

Program Support:

Services include educating/role modelling with parents on childcare and child development; advocacy for parents/families; encouraging nurturing behavior and interaction between parent and their infant; and assisting parent(s) and families in accessing relevant community resources.

- Work collaboratively with parents/caregivers to develop and implement Wellness Plans that support parents/caregivers in achieving goals and objectives that are concrete and attainable;
- Establish a trusting relationship with at risk families;
- Conduct ongoing assessments and progress towards case goals and maintain documentation on progress;
- Provide a liaison function that supports and advocates for families, (parents, caregivers) helping them to access services that support healthy family functioning;
- Assist parents in strengthening parent skills and knowledge; developing an understanding of age-appropriate expectations; using effective coping strategies; using positive reinforcement in parenting and identifying and utilizing their strengths and their support network;
- Teach parents problem solving, anger management and coping skills using modeling as a primary teaching method;
- Assist parents in developing culturally appropriate strategies in addressing problems that impact their family; and assist parents in learning various parenting skills;
- Assist parents in maintaining a safe and functional home environment;
- Provide support services to families to meet the needs identified in the assessment;
- Monitor progress towards achievements of the goals;
- Work collaboratively with service providers (internal and external) to provide comprehensive and coordinated services for the families;
- Proper swaddling of newborn babies making them feel safe;
- Close cases when goals have been achieved;
- Knowledge of community resources, service providers, groups and programs that are in the community;
- Establish linkages to support services, both informal and formal, according to the needs of the family, children, and youth;
- Ensure regular contact with other service providers ensuring that provision of required service occurs;
- Review and report progress with the family, youth and infant;
- Provide encouragement, support, and education to families to facilitate positive parent-infant relationship, stimulate child development and promote healthy lifestyles;

Documentation:

- Ensure all clients sign a consent form for Confidentiality;
- Complete documentation according to Agency policies and procedures;
- Ensure documentation of regular contact with the referred families/children and the referral source;
- Provide monthly written reports; required statistical information as per Agency's standards;
- Complete required paperwork;
- Provide short-term or crisis support to families through referrals;
- Ensure evaluations and follow-up is completed on all clients when service has been completed and the case is closed, i.e., closing summary regarding outcomes from the provision of services is documented.

Agency Duties and Responsibilities:

- Participate willingly and constructively in the supervision and evaluation process;
- Participate in training, in-service, team meetings and workshops;
- Participate in the orientation process;
- Attend case conferences when requested and provide updates on family progress;
- Work with families as assigned and report to Manager of any matter of urgent concern immediately;
- Ensure regular contact on each client and provide regular updates to the Manager;
- Submit monthly administrative reports, timesheets, and travel expense claims within agency deadlines.

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;

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- 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 maintain confidentiality at all times 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

- Bachelor's Degree, in Nursing and or diploma/certificate in the medical Field preferred (i.e., PSW, RPN)
- Secondary (high) school graduation certificate.

Minimum Experience

- Two (2) years direct service with infants, families preferred.
- Equivalent combinations of training and experience may be considered
- Must have experience handling newborns
- Must have a comfort level dealing with premature babies / sensitive to issues relating to premature babies.

Knowledge Requirements

- Knowledge of Nogdawindamin Family and Community Services programs and services.
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions, and the Seven Grandfather Teachings.
- Knowledge of the Child, Youth and Family Services Act (CYFSA).
- Knowledge of First Nation service delivery, customs, and traditions in responding to child welfare.
- Knowledge of external services and service agencies.

Special Skills and Abilities

- Excellent interpersonal skills.
- Establish professional boundaries
- Strong conflict resolution and mediation and problem-solving skills
- Crisis intervention skills
- Strong collaborative and facilitation skills
- Excellent computer skills
- Good written and oral communication skills
- Strong organizational, time management and administrative skills
- Proven ability to work with First Nations and internal and external organizations/agencies
- Ability to work with and meet tight deadlines
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to work with confidential and sensitive information
- Ability to work flexible hours
- Basic knowledge of child welfare, abuse, neglect, impact of poverty, racism and family dynamics, mediation/clinical skills, child development and attachment, cooking and nutrition, mental health challenges, addictions, and developmental challenges.
- Strong belief in the value of families and supporting them according to their family values.
- Strong belief in creating stability and permanency for infants, and children within families.

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- Have integrity, a positive attitude, respectful, flexibility and are reliable.
- Ability to locate, access, use community resources and plan activities.
- Ability to work with a range of stakeholders and professionals.
- Ability to work in a critical care environment – maintain compassionate and caring attitude in a stressful environment.
- Comfortable in observing anxious, stressed patients and families in times of crisis.
- Ability to remain seated for extended periods of time – 1-2 hours at a time.
- Proper hand hygiene and know basic infection control practices.
- Use PPE (personal protective equipment).

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 Anishinaabemowin is a definite asset;
- Must provide a Police 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.

Time Commitment

- Approximately 3-5 hours per week at a mutually agreed time with parent/caregiver. This can include early morning, evenings, and weekends.
- Hours may be extended pending circumstances (i.e., infant in NICU).
- The number of hours may depend on the current service needs of the Agency (maximum 2 hours per baby per day)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Baby Cuddler will typically be in an office, hospital and client home setting. The Baby Cuddler is frequently required to operate a computer, file and retrieve written documents. The main physical demand is driving a vehicle. Other physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching, and bending.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Baby Cuddler 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.

WORK SITE LOCATION

The position may be based out of the satellite offices in the individual First Nation communities of Batchewana, Garden River, Atikameksheng, Sagamok, Serpent River First Nation and the urban area of Algoma or Sudbury.

TECHNOLOGY & EQUIPMENT

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

KEY RELATIONSHIPS

Internal

The position requires interaction with the Protection and Resource Managers, Senior Management Team, Team Supervisors, Child Welfare Workers, Investigation and Assessment Workers, and Children Support Workers.

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External

This position requires interaction with other First Nation communities, and all service-related agencies within the First Nation that respond to child welfare service delivery needs.

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. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

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

Signature of Employee

Date