



JOB DESCRIPTION

Program: Safe Babies Program

Start date: _____

Position: Coordinator

Probationary Review date: _____

Staff member:

Reports to:

Job Summary:

Under the direction of the Executive Director, the Coordinator is responsible:

- ▶ To enhance and strengthen the retention of “Safe Babies” caregivers holding a current Family Care Home contract;
- ▶ To assist the FPSS Society in achieving the objectives and goals of the Support Services Program;
- ▶ To assist “Safe Babies” foster parents in obtaining current and accurate information;
- ▶ To offer support, information, and referrals to the “Safe Babies” foster parents of the region;
- ▶ To facilitate and enhance support services, on-going training and educational opportunities;
- ▶ Participate in development and awareness of the *Safe Babies* program;
- ▶ Participate in joint committees and integrated services meetings related to the *Safe Babies* program;
- ▶ Act as liaison to the Ministry of Children and Family Development and other service providers, and;
- ▶ And to collect meaningful data reflecting “Safe Babies” caregiver satisfaction with services offered.

Responsibilities:

- ▶ The Safe Babies Coordinator is responsible for assisting in the development, maintenance, and improvement of the Safe Babies Program through contact with foster parents, community liaisons, participation in community partnership, ministry and Council activities related to the Family Home Care system;
- ▶ To coordinate and co-facilitate on-going training workshops;
- ▶ Provide support & networking opportunities for *Safe Babies* caregivers;
- ▶ Participate in community development and awareness of the *Safe Babies* program;
- ▶ Participate in joint committees and integrated services meetings related to the *Safe Babies* program;
- ▶ Act as liaison to the Ministry of Children and Family Development and other service providers, and;

- ▶ To adhere to standards of Confidentiality required by the BC Ministry of Children and Family Development and the FPSS Society Board policies with respect to children/youth in care, their families and foster parents.

Specific Duties:

- ▶ Provide current and accurate referral, recruitment, and Family Care Home information to “Safe Babies” foster parents, the public, community partners, and the foster parents within the region. Make appropriate referrals to the Ministry of Children and Family Development and/or the Council members;
- ▶ Assist individuals interested in becoming “Safe Babies” foster parents to easily access pertinent information and materials;
- ▶ Act as a liaison and resource contact re referrals concerning the Protocol Support Worker Team, Mentor Program, Protocol Process, Peer Support Groups, mandatory Foster Parent Education Program, on-going training workshops, and Parenting Resource Library;
- ▶ Provide current publications of ministry handbooks and guides; access policy information and related material, and provide this information to “Safe Babies” foster parents on request.;
- ▶ Maintain a current list of all “Safe Babies” foster homes in the area through notification from ministry Residential Resources office re new homes, homes closed, address changes, etc.;
- ▶ Attend professional development opportunities at the direction of the Executive Director;
- ▶ Provide office services as necessary. *Note: this is not a clerical position;*
- ▶ Maintain an accurate, detailed Daily Activity Log – records to be used in providing the Board and the ministry with a qualitative and quantitative quarterly and annual synopsis;
- ▶ Provide Executive Director with a weekly timesheet summarizing activities and time expenditures;
- ▶ Attend Pre-Service Orientation Sessions and deliver a presentation re the FPSS Society Safe Babies Program; the support and training services available; Coordinator Services and a clear invitation to access these services. Provide all participants with hard copies of contact information for all services offered – Info Packs, and;
- ▶ Perform other support and teambuilding duties as required, with approval of Executive Director.

Core Competencies:

1. Commitment to the organization and its values
Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, and values of FPSS Foster Parents Support Services Society.
2. Teamwork
Participates actively and contributes positively within the team for organizational effectiveness.
3. Relationship building and collaboration
Ability to form a positive relationship with foster parents and the community.
Specifically:
 - a. use respectful communication and listening;

- b. be aware and work to acknowledge and or reduce differences that exist between the Coordinator and the foster parent receiving service;
 - c. actively participate in community planning and activities.

- 4. Creativity, Innovation, and Initiative
 Work to develop new ways and/or adapt services to meet community, program, and organizational needs.
 Specifically:
 - a. creatively use existing resources/funds and facilitate the development of new resources;
 - b. foster parent and community feedback is regularly sought and incorporated into program.

- 5. Integrity
 Demonstrates responsible behavior at all times and maintains high ethical standards.
 Specifically:
 - a. maintain confidentiality in the best interest of the foster parent;
 - b. be accountable to foster parents, employees, funders, and professional code of ethics;
 - c. provide the foster parent with information on their rights, including procedures for filing complaints and appeals and resolving differences;
 - d. utilize critical thinking skills and ongoing reflection of practice.

- 6. Diversity
 Appreciate the people with different opinions, backgrounds, and characteristics bring a richness to the Society.
 Specifically:
 - a. recognize and respect the diversity of beliefs, cultures, practices, or behaviors of others;
 - b. challenge and unlearn prejudice, oppression, and privilege in one's practice and other systems;
 - c. reasonable individual choices are encouraged and respected.

- 7. Concern for Health and Safety
 Adhere to the Society's and other regulatory bodies regarding policies and standards which ensure the health and safety of foster parents and staff members.
 Specifically:
 - a. health and safety policies and procedures are reflected in practice at all times;
 - b. potential hazards are identified and given to the Health and Safety Committee;
 - c. staff and foster parents are orientated to health and safety practices;
 - d. critical incidents are recorded and debriefed as quickly as possible.

Threshold Competencies:

- ▶ Well developed oral and written communication skills;
- ▶ Good organization, time, and general management skills;
- ▶ Experience and education in human services, child welfare, Safe Babies Program, FASD and/or other related disorders;

- ▶ Ability to work effectively with other team members, statutory services and other related professionals;
- ▶ Ability to work independently;
- ▶ Current/valid first aid certificate;
- ▶ Good working knowledge of current office equipment and procedures including computers, photocopiers, printers, fax machines, telephone systems, filing systems, etc.;
- ▶ Knowledge of resources within the community;
- ▶ Knowledge of provincial acts;
- ▶ Demonstrated leadership: Ability to motivate self and employees to take action to achieve desired outcomes;
- ▶ Facilitation skills. Ability to work with groups; keeping them on task, interested, and challenged;
- ▶ Sound working knowledge of Ministry of Children and Family Development policy, standards, guidelines, and expectations;
- ▶ Excellent knowledge of the role of foster parents in the Vancouver Island Macro Region, and the support services necessary for those individuals;
- ▶ Knowledge of roles and responsibilities acquired through working with committees and volunteer Boards of Directors;
- ▶ Must possess personal tact, discretion and good judgment.;
- ▶ Must be Bondable and provide current, clean Criminal Record Check, and;
- ▶ Must have a current drivers license, dependable vehicle, and willingness to travel, primarily within the Vancouver Island Region.

Qualifications:

- ▶ Minimum of three years work experience in child welfare, human services, not-for-profit organization or related position.
- ▶ Presentation and teambuilding skills and practical experience.
- ▶ Demonstrated interpersonal, organizational, and time management skills.
- ▶ Minimum two years of a community college program in the Human Services field or similar training and/or practical experience and knowledge.
- ▶ Client Service and/or Conflict Resolution training.

Additional Information:

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Safe Babies Program Coordinator position.

This position requires some flexibility regarding hours as some meetings occur after normal working hours and possibly may occur out of town.

The Coordinator may be required to perform other related duties as assigned, which do not affect the nature and scope of the position.

This job description has been reviewed and approved by the Board of Directors for FPSS Foster Parent Support Services Society.

_____ Date: _____ 20 ____
Safe Babies Program Coordinator

_____ Date: _____ 20 ____
Executive Director