



JOB DESCRIPTION

Program: CFS Mentor Program

Start date: _____

Position: Regional Mentor Program Coordinator

Probationary Review date: _____

Staff member: _____

Reports to: Executive Director or Designate

Job Summary:

Under the direction of the Executive Director, the Regional Mentor Program Coordinator is responsible:

- ▶ To enhance and strengthen the retention of caregivers holding a current Family Care Home contract;
- ▶ To assist the Caring Families Society in achieving the objectives and goals of the Support Services Program;
- ▶ To assist mentors and mentees in obtaining current and accurate information;
- ▶ To offer support, information, and referrals to mentors and mentees;
- ▶ To facilitate and enhance support services, and on-going training;
- ▶ Participate in awareness of the Caring Families Mentor Program;
- ▶ To collect meaningful data reflecting caregiver satisfaction with services offered.

Responsibilities:

- ▶ The Regional Mentor Program Coordinator is responsible for assisting in the development, maintenance, and improvement of the Caring Families Mentor Program;
- ▶ To coordinate and co-facilitate virtual and/or in-person Coffee Support Meetings and other connection and networking opportunities between mentors and mentees;
- ▶ Participate in community development and awareness of the Caring Families Mentor Program;
- ▶ Participate in meetings related to the Caring Families Mentor 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 Caring Families Society policies with respect to children/youth in care, their families and foster caregivers;
- ▶ Post regular notices, information, references, and other items on the Caring Families Mentor Facebook page.

Specific Duties:

- ▶ Assist foster caregivers interested in becoming mentors to easily access pertinent information and materials;
- ▶ Act as a liaison and resource contact regarding the Mentor Program, Investigation and Resolution Process and Support Team, Peer Support Groups, mandatory Foster Caregiver Education Program, on-going training workshops, and Caregiving Resource Library;
- ▶ Provide current publications of ministry handbooks and guides; access policy information and related material to mentors on request;
- ▶ Maintain a current list of all mentors in the area;
- ▶ 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 provide Caring Families with a qualitative and quantitative quarterly and annual synopsis;
- ▶ Provide Executive Director with a weekly timesheet summarizing activities and time expenditures;
- ▶ Where appropriate, attend Pre-Service Orientation Sessions and deliver a presentation regarding the Caring Families Society Mentor Program; 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 Caring Families 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 caregivers, MCFD, and the community. Specifically:
 - a. use respectful communication and listening;
 - b. encourage a positive, supportive relationship between the mentor and mentee;;
 - c. actively participate in community planning and activities.
4. Creativity, Innovation, and Initiative
Work to develop new ways and/or adapt services to meet mentor and mentee needs.

Specifically:

- a. creatively use existing resources/funds and facilitate the development of new resources;
- b. mentor and mentee feedback is regularly sought and incorporated into program.

5. Integrity

Demonstrates responsible behaviour at all times and maintains high ethical standards.

Specifically:

- a. maintain confidentiality in the best interest of the mentor and mentee;
- b. be accountable to foster caregivers, employees, funders, and professional code of ethics;
- c. provide the foster caregiver 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 caregivers 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 caregivers 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 with attention to detail;
- ▶ Good presentation skills;
- ▶ Facilitation skills. Ability to work with groups; keeping them on task, interested, and challenged;
- ▶ Ability to work independently;
- ▶ Good organization, time, and general management skills;
- ▶ Flexible schedule;
- ▶ Experience and education in foster care;
- ▶ Sound working knowledge of Ministry of Children and Family Development policy, standards, guidelines, and expectations;

- ▶ Knowledge of provincial acts;
- ▶ Positive working relationship with the Ministry of Children and Family Development and Indigenous Children and Family Services Agencies;
- ▶ Ability to work effectively with other team members,
- ▶ Must possess personal tact, discretion, and good judgment;
- ▶ Excellent knowledge of the role of foster caregivers in the Vancouver Island Region, and the support services necessary for those individuals;
- ▶ Knowledge of resources within the community;
- ▶ Knowledge of roles and responsibilities acquired through working with committees and volunteer Boards of Directors;
- ▶ Current/valid first aid certificate;
- ▶ Good working knowledge of computer software programs including Word, Outlook, PowerPoint
- ▶ Good working knowledge of virtual/Social Media platforms including Facebook, Zoom, and Teams
- ▶ Demonstrated leadership: Ability to motivate self and mentors to take action to achieve desired outcomes;
- ▶ 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, including fostering;
- ▶ Presentation and teambuilding skills and practical experience.

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 Regional Mentor 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 Regional Mentor Program 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 Caring Families Society.

_____ Date: _____ 20____

Regional Mentor Program Coordinator

_____ Date: _____ 20 _____

Executive Director