

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005217
Position/Classification Title:	Director Child Welfare
Pay Grade:	EC 14
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	6/17/2022

JOB INFORMATION

Job/Working Title:	Director Child Welfare
Department:	Community Services
Division/Section:	Child Youth and Family Services
Reports To (Position Title):	Executive Director - 90000677
Exclusion Status:	Excluded

OVERALL PURPOSE

The Department of Community Services (DCS) is a large and diverse department that provides a broad portfolio of programs and services designed to help the most vulnerable people of Nova Scotia be independent, self-reliant, and secure. This is achieved through an organizational model that requires the highest level of collaboration and cooperation internally across all divisions of the department, and externally with a significant network of service providers, other departments and levels of government, in order to achieve the desired and shared outcomes for the citizens who seek services and the department as a whole. Directors in all divisions are accountable for providing vision and strategic direction through leadership and management of their specific area of responsibility and cannot be successful in achieving outcomes without strong collaboration.

The Director, Child Welfare, is accountable for the planning, directing, designing, monitoring, and implementation of programs and services to children and families in accordance with the Children and Family Services Act (CDSA) and the Adoption Information Act, from a legislative and policy perspective, and carries senior delegated authority of the Minister of Community Services under the CDSA.

The Director leads a team of senior professional policy staff and provides leadership and direction for the development and delivery of multiple plans and strategies aligned to departmental and government priorities. The Director is responsible for approving plans and strategies and makes recommendations to senior leadership on whether a major initiative should proceed. The Director contributes to the development of a framework by working with partners across the department and in other departments and levels of government, identifies new innovative opportunities, programs, and initiatives to further develop and strengthen child welfare services in Nova Scotia.

KEY RESPONSIBILITIES

Responsible for the implementation of the strategic plan and direction of the Department of Community Services specifically through the Children and Family Services Act (CDSA) and the Adoption Information Act, which requires fulsome knowledge, understanding and expertise in leading edge practice in child welfare programs for vulnerable and at-risk children, youth and families. The Director is required to be innovative, maintain constant awareness of social and economic influences on the child welfare program and ensure constant and consistent renewal of programming and policy to ensure it supports the evolving needs of clients and their families, and the needs of service delivery staff.

Responsible to plan programs and policies that are implemented within a large-scale service structure; analyze situations accurately and adopt effective courses of action regarding changes to programs and policies; maintain effective internal and external communications; make effective oral and written presentations; develop and maintain collaborative working relationships with colleague Directors in the Service Delivery, other departmental divisions, Mi'kmaq Family and Children Services and Tripartite partners in order to achieve successful outcomes. Monitors caseload trends, cross jurisdictional information, social and economic trends in order to respond more efficiently and effectively to needs and opportunities.

Responsible and accountable for legislation, regulations, policies, and program outcomes related to child welfare under the Children and Family Services Act (CFSA). Creates Memorandums to Executive Council (MEC), briefing materials, Interprets the CFSA legislation, regulations, policies, and rules for senior officials, including Executive Director, Associate and Deputy Minister(s), Minister, elected officials and regional delivery staff.

Responsible for approval and/or licensing of child welfare placements for children in care, review and approval of adoptions and adoption subsidies, and ensuring a high standard of child welfare placements for children and families; providing direction to legal council of the Department of Justice (DOJ) on matters which may affect the Minister, including appeals and civil litigation; provides strategic leadership in the shifting of the child welfare system to a more preventative approach that addresses family and community risk.

Enlists cooperation of community organizations, other agencies, and levels of government; maintains an effective and professional working relationship with departmental Executive, Directors in all program and corporate divisions, managers, frontline staff, and community members, including family support and family preservation programs, family centred counselling, youth at risk programs (including support for youth in care), family violence programs, sexual violence prevention and sexual exploitation programs and supports, as well as grassroots community mobilization initiatives delivered by community-based service providers.

Responsible for leading corporate projects and initiatives, cross program planning and development, including training and coordination/leadership. Leads cross departmental work with other levels of government to develop programs and approaches that will increase outcomes for vulnerable and marginalized citizens. Represents the Department on national federal/provincial working groups; negotiates information and other shared agreements.

Accountable and responsible for designing significant, broad reaching and continual change initiatives within child welfare programming. This includes changes to policy and procedures, as well as changes related to technology and tools required for staff to achieve desired outcomes, creation of program outcomes, development of program policy standards, evaluation methods and outcome measures.

Provides advice to the Executive Director, Deputy Minister, or Minister, or other Departmental Ministers MLAs and elected officials, respecting program specific matters. Influences the direction of government policy on child welfare programs by providing expert advice and recommendations to senior management and elected officials. The Director makes strategic linkages to ensure CYFS is represented appropriately across partnerships and networks, including with community stakeholders, the legal community, education and health professionals, stakeholders and advocates; supports and guides the division in influencing/persuading senior decision makers, in the three levels of government and stakeholders to champion ideas and issues with urgency and follow through to achieve necessary outcomes. This requires extensive collaboration, coordination, monitoring, reporting, evaluation among stakeholders and partners. Leads and manages teams assigned to special projects as delegated by the Deputy Minister, the Executive Director or other senior government officials.

Accountable for the effective management of human and financial resources by setting and evaluating staff performance targets, training needs, career development plans. Responsible to motivate, consistently monitor performance, manage discipline issues, promote diversity and a healthy respectful workplace, understand, respect and apply corporate human resource practices across large teams, promote teamwork and individual development, engage in conflict resolution, and maintain communication with large numbers of staff.

Responsible to monitor expenses, adhering to procurement guidelines, and for acquiring goods and services in the most cost-effective manner, accurately forecasting budget. Develop approaches to correct deficiencies or disturbing trends.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	<p>Regular internal contact with colleague Directors in the Service Delivery and program divisions (DSP and ESIA), as well as Directors in Finance & Administration, Policy & Innovation, and Strategic Services for the purpose of providing advice and guidance to program/policy development, and corporate approaches to systems and tools to be used by staff for delivery purposes.</p> <p>Frequent contact with the Office of the Minister, Deputy Minister, Executive Director on matters related to funding, program development and departmental issues and opportunities.</p> <p>Regular contact with senior officials in provincial departments including Justice, Health & Wellness, Education and Early Childhood Development, Labour & Advanced Education, among others.</p> <p>Regular contact and sustained partnerships with municipal and federal levels of government for the purpose of leveraging funding and programs.</p> <p>Regular contact with community advocates, service providers, community agencies and institutions.</p>
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	<p>Accountable for creating and/or coordinating responses, answering questions and concerns arising from the Office of the Ombudsman related to Child Welfare.</p> <p>Accountable for representing the Department through a significant partnership with the Indigenous and African Nova Scotian communities, ensuring that the relationship is healthy and that consultations occur in a respectful, timely and relevant manner.</p>
Innovation:	The Director is responsible for creating innovative programs in a manner that ideally engages vulnerable or at-risk citizens earlier and prevents ongoing dependency on government programs, and/or supports recipients of government programming to decrease that involvement. The complexity of individuals and families requiring supports changes dependent upon the current economic and social climate and a multitude of other influencing factors, requiring ongoing creativity and problem solving to ensure that programs and services are up to date and effective. The Director regularly solves problems creatively that cannot be easily addressed through existing legislation, regulation and/or policy.
Decision Making:	The Director makes decisions within the CDSA, and the Adoptions Information Act, regulations, policies, and procedures, and also makes decisions regarding when those might need changing or updating. Decisions are often made without the aid of precedent and impact the Department and its effectiveness. The position also makes decisions regarding the plans, priorities, and objectives for the organization, as well as financial management decisions for the organization. Significant decisions regarding the outcomes for clients are made regularly. The Director is often called to represent the CDSA division in that regard to one or more program or corporate divisions. Typical decisions referred to the Executive Director include those that result in the addition, redesign and/or deletion of services. The Director makes recommendations to the Executive Director on significant issues, changes to legislation, regulation and/or policy, and resource commitments that involve resources from outside the division or are beyond the position's delegated authorities.
Impact of Results:	Results achieved impact the quality of social services provided to the citizens of Nova Scotia through effective creation of policy, programs and service standards. Results also impact the Department's overall and individual program divisions' ability to meet overall outcomes in the strategic and business plans. Results directly impact the perception that Nova Scotia citizens and businesses have of the Government of Nova Scotia - its effectiveness and efficiency. Results directly impact other government programs (Health, Justice, Education, etc.) as DCS services are a prime social determinant of health. Through intergovernmental and inter-departmental initiatives, the role also impacts the quality of programs and services of other departments and federal and municipal organizations.

People Management:

	# Direct Resources Managed	# Indirect Resources Managed
Additional Information (if required):	<p>This Job Reports to: Executive Director, Child Youth and Family Supports</p> <p>Job Titles and number of incumbents reporting to this job:</p> <p>Direct:</p> <p>Between 6 to 9 Program Staff :</p> <ul style="list-style-type: none"> Program Coordinators (8) Program Manager (1) Program Specialists (11) Program Administration Officer 4 (1) Research and Statistical Officer 3 (1) Secretary 2 (3) 	

LICENSES/CERTIFICATIONS

Data From Conversion:	The Director, Child Welfare is required to have extensive experience and
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expertise in the field of Child Welfare. The Director is frequently called upon to lead corporate projects that present as immediate opportunities and requires that the Director can balance other priorities to maximize the opportunity for the department and stakeholders. These projects are not predictable and can have major outcomes for the department and its clients.

WORKING CONDITIONS

Physical Effort

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable position with frequent opportunity to move about and/or change positions.

Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

Sensory Attention

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

Psychological Pressures

Work activities are performed in an environment with occasional exposure to one or more mental pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of mental stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

Examples/ Additional Information:

Examples:
A - Physical Effort
Sits in a comfortable position with frequent opportunity to move about. May be required to drive on a regular basis to visit offices or attend meetings throughout the province.

B - Physical Environment
Located in a comfortable office environment.

C - Sensory Attention

There is a need to concentrate, analyze and interpret written reports, statistical information, correspondence and to conduct strategic planning, on a daily basis, E-mail communication is a critical component and requires intensive concentration. Position requires direct consultation with staff members on a frequent basis. The incumbent prepares reports, briefing notes and letters to the public, elected officials, clients and advocates on behalf of the Executive Director, Deputy Minister and Minister.

Frequent delivery of presentations for staff and others on the Department's. Assessing a variety of different types of information, e.g. achievement of program outcomes, ways of providing services in rural areas, addressing partnership opportunities with other entities. Frequent periods of intense concentration working with financial information and analysis and preparing and deciphering complex briefings and reports.

D - Mental Pressures

There is a need to balance priorities, meet frequent deadlines and produce high quality, error free results. Most decisions have a significant impact on outcomes for clients. There is a need to balance conflicting views with multiple stakeholders and achieve outcomes within specific time frames. There is a constant need to prioritize sensitive and confidential issues.

Data From Conversion: