



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Curriculum Specialist	
Position Number	Community	Division/Region
49-15464	Yellowknife	Child and Family Services/HQ

## PURPOSE OF THE POSITION

The Curriculum Specialist researches best practices in curriculum design, and creates, and facilitates the development, implementation and continuous improvement of the full Child and Family Services (CFS) curriculum for child and family services staff. They are also responsible to assist with the delivery of the CFS training where required. As part of their role, they will monitor and evaluate training on an ongoing basis, provide feedback to staff delivering training, and adjust the training to ensure that it continues to be relevant and appropriate for CFS staff. They will advise the Statutory Director on curriculum needs for CFS staff and assist with quality improvement initiatives to enhance the training as required.

## SCOPE

Located in Yellowknife, this position reports to the Manager, System Quality and Performance, and reports, from a statutory perspective, to the Territorial Executive Director, Child and Family Services, also referred to as the “Statutory Director” (CFS/Adoptions).

The Statutory Director is ultimately accountable for the effective delivery of the Child and Family Services Program, and the Adoptions Program, under two separate pieces of Northwest Territories (NWT) legislation (the NWT *Child and Family Services Act*, and the NWT *Adoptions Act*). Under the Child and Family Services Program, the Statutory Director is accountable for the care and support of approximately 984 children and youth per year (ten year average, 2017-18 Directors’ Report). The Statutory Director is the permanent custodian of approximately 150 children (2017-18 Directors’ Report). Between October 2017 and March 31, 2018, CFS conducted 315 investigations on 728 children in the NWT. In 2017-18, 98% of children, youth and families served were indigenous. The Statutory Director is accountable to implement significant and comprehensive improvements within the NWT CFS

system, and at all levels of the system, in order to address deficiencies, risks, and to facilitate universal system improvement.

The Curriculum Specialist is an expert on CFS practice and policy, and is responsible for the development, implementation, maintenance and continuous quality improvement of a comprehensive CFS Training Framework in the NWT. The incumbent works closely with the training team (established in partnership with the NTHSSA), key stakeholders in the Department, the Health and Social Services (DHSS) Authorities (HSSAs) and other internal and/or external stakeholders, to ensure a robust CFS curriculum is effectively delivered for all staff. The incumbent provides oversight for effective system wide training for CFS staff with a focus on initiatives that are grounded in adherence to legislation, regulations, and CFS standards, procedures and policies. The CFS System includes the DHSS, NHTSSA, the Tẖcẖ Community Services Agency (TCSA) and the Hay River Health and Social Services Authority (HRHSSA).

The training curriculum includes a diverse continuum of learning modules such as Core CPW Curriculum, The Matrix Information Management System, Structured Decision Making, and Cultural Safety, as well as other related and supportive social work areas, such as advanced interviewing and investigating. The incumbent may at times function as a trainer and facilitator for specialized or high priority training areas for front line Child Protection Workers (CPWs), Managers and Supervisors, and Assistant Directors, as well as any supportive staff, such as Case Aides. The incumbent will also lead or support the development of curricula for other related areas, including new initiatives, such as the development of an NWT family preservation program.

This position carries with it a high level of responsibility and is accountable for overall strategic design and development of the Territorial Child and Family Services training, which directly impacts the knowledge, skill development and capacity of staff and programs, ultimately benefiting children and families served by the program.

The CFS Curriculum Specialist plays a pivotal role in ensuring an effective training framework, curriculum, and structure for the overall CFS system. The incumbent provides the necessary oversight and strategic guidance for complex and multi-factored training initiatives that cross all levels of CFS staff, and of which the aim is to ensure quality services for children, youth and families in the NWT.

## **RESPONSIBILITIES**

### **1. Leads the design, development, implementation and sustainability of the CFS curriculum.**

- Develops, implements, and maintains a comprehensive and complex CFS system training framework that includes statutory and non-statutory training initiatives;
- Based on the DHSS Comprehensive NWT Child and Family Services Training Framework (draft) develops a work plan for the facilitation of an annual training cycle that includes all statutory areas within the framework, i.e. Core NWT Curriculum, Matrix, SDM etc.

- Provides oversight for all Child and Family Services training initiatives and curriculum on behalf of the Statutory Director.
- Works closely with the CFS System training team which includes the CFS Training Specialist, as well as the NTHSSA training and practice improvement team.
- Oversees the development and regular updating of mandatory core curriculum for CPWs, Supervisors and Managers, Assistant Directors, and support staff, as well as further training based on strategic initiatives that have been approved by management.
- Along with the related DHSS Specialists, guides and oversees advanced training in areas related to Quality, Foster Care, Territorial Placements, and Adoptions.
- Researches and oversees the development of training programs in a diverse range of non-statutory program areas.
- In collaboration with the Statutory Director, and with key stakeholders in the HSSAs and Department, determines priority training initiatives.
- Ensures that the curriculum reflects CFS best practices nationally and internationally, including practices in northern jurisdictions and jurisdictions serving indigenous populations, and makes recommendations to the Statutory Director.
- Communicates effectively in the provision of oversight for a complex CFS system, one in which crosses multiple levels of Departmental and Authority responsibilities.
- Assists with the completion of briefing materials for cabinet, on behalf of the child and family services program.

**2. Leads the overall monitoring and evaluation requirements for Child and Family Services training to ensure a responsive system based on quality services.**

- Responsible to develop and manage effective monitoring and evaluation for the DHSS Comprehensive NWT Child and Family Services Training Framework (draft).
- Provides oversight for the development and maintenance of a comprehensive database that includes all training criteria as required by the DHSS Comprehensive NWT Child and Family Services Training Framework (draft).
- Monitors the effectiveness of training module content, as well as modality (i.e. workshop, self-directed assignments, online modules, videos etc.), and continuously evaluates all aspects of CFS training for alignment with Quality improvement.
- Provides appropriate oversight in ensuring that all auxiliary training materials are current, monitored and tracked according to requirements within the Comprehensive NWT CFS Training Framework.
- Works closely with the Training Specialist and NTHSSA training and practice team in the monitoring and evaluation of ongoing statutory training initiatives for alignment with the *CFS Act* and CFS Standards and Procedures Manual; and collaborates on monitoring and evaluation initiatives for non-statutory training requirements.
- Recommends strategic quality assurance/improvement training initiatives.
- Attends the bi-monthly Statutory Forum as required and the Manager/Supervisor's Forum. These Forums are designed to enhance planning and improve communication and coordination between the Department and the HSSAs. The incumbent will provide training information, recommendations, and support to address training issues and move system quality agendas in a proactive direction.

### **3. Project management for effective multi-factored and comprehensive CFS system wide training.**

- Manages the overall delivery of the Comprehensive NWT Child and Family Services Training Framework (draft).
- Oversees the effective organization of multiple face to face training workshops each year, and on a continuous basis. This includes such training initiatives as Core Curriculum which is a series of weeklong workshop that run monthly, as well as Supervisor/Manager and Assistant Director workshops each running twice yearly.
- Oversees multi-media training initiatives, including video-taping, GNWT Calendar online modules, Go-To Meetings, and interactive modalities, etc., ensuring effective training initiatives in complex areas, for example the Matrix Information Management System and Structured Decision Making.
- Works with the Statutory Director on a system response to formal training requests;
- Leads a CFS system committee for the purpose of facilitating curriculum development and implementation.
- Provides consultation, support and direction to HSSAs and staff, on training related initiatives and queries.
- Manage contractual agreements with external training providers and facilitators.
- Oversee external training initiatives to ensure appropriateness within our northern context.
- Develop requests for proposals and work with Financial Shared Services and DHSS finance as required.
- Oversee the tracking and monitoring of contractual deliverables and invoicing for approval.

### **4. Supports the delivery of training to the CFS System.**

- Assists the Training Specialist and the NTHSSA training and practice improvement team in the delivery of all CFS training to the system as required.
- Assists with the coordination of training as required.
- Works with key stakeholders, including the Indigenous Health and Community Wellness Division, to ensure that the training is culturally respectful and culturally safe.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Child and Family Services and relevant acts, standards and procedures, policies, directives, legal requirements and risk management requirements.
- Knowledge of adult education practices, strategies and literature.
- Knowledge of contract management.
- Knowledge of monitoring and evaluation principles and techniques.
- Knowledge of curriculum development, as well as continuous quality improvement processes that impact training initiatives.
- Knowledge, understanding and awareness of relevant cultural competencies
- Knowledge of leadership strategies and performance improvement initiatives.
- Ability to work independently, exercising sound organizational and prioritization skills with the ability to work well in stressful situations.
- Knowledge and understanding of trauma informed practice.
- Ability to apply creative and innovative training approaches to standards, procedures, policies and directives within CFS to meet territorial needs.
- Communication, documentation and interpersonal skills with the ability to work well with CFS system leaders, senior/middle management for service providers, and all levels of staff.
- Leadership and oversight skills.
- Written and oral communication skills including speaking, listening, observing, identifying and reporting.
- Presentation and organizational skills, including time management, analytical, and facilitation.
- Skilled in collaboration and working as a team with shared objectives.
- Ability to prioritize complex issues and translate into effective learning opportunities.
- Technological skills to aid and support a variety of learning modalities.
- Conflict management/resolution skills to maintain an appropriate learning environment.
- Clinical decision making based on real life CFS issues that translate to the learning environment.

### **Typically, the above qualifications would be attained by:**

A Bachelor of Social Work Degree and five (5) years of direct experience in child and family services.

Demonstrated experience in education is highly desirable.

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required  
☐ Preferred