

Quick Reference Guide Roles & Responsibilities

This resource is meant to be a quick reference outlining some of the roles & responsibilities for some of the comprehensive care team members. This list is far from exhaustive but should provide a reference at a quick glance.

Foster Parent

- Protect and hold all information received about a child or family during a placement request confidential regardless of placement acceptance.
- Refer to Foster Parent Checklist for Initial Placement Consideration to assist in acquiring information regarding the child.
- Accept or decline any potential child in care placement without penalty or future reprisal.
- Participate in initial placement information discussion using Guidelines for Discussion at Time of Placement.
- Participate in contact with the foster care social worker within 5 days of receiving a new placement.
- Inform the child or youth's social worker of the child or youth's progress and challenges in a timely manner.
- Attend and participate in the child's comprehensive plan of care.
- Participate in ongoing mutual assessment with the foster care social worker regarding training and learning plan in order to better meet the needs of children or youth in their home and to further develop skills.
- Maintain regular contact with the foster care social worker.
- Initiate and maintain ongoing documentation in the child's life book.
- Maintain accurate medical information and ensure this information moves along with the child.
- Be involved in discussions regarding the child's access & then support those arrangements as determined.
- Seek approval for child's overnight visits and provide information regarding the host family, relationship between child and host family.
- Immediately notify the child's social worker or emergency after hours social worker when a child has not returned as expected, is missing or believed to have runaway.
- Obtain prior approval when planning to travel out of province with a child or youth in care, allowing adequate time for approval and providing travel details.
- Ensure adequate medical treatment is available to all children placed in their care.
- Sign consent in regards to any day to day care situations of the child or youth.

- Request additional support in order to maintain a high quality of care to the child or youth i.e.: training, education, therapy, respite, meetings with social workers.
- Complete requiring training and refreshers (CPI, Sensitivity, Foster Family Orientation).
- Request any training (PRIDE, Universal Precautions, First Aid) and supports that may enhance the foster family skills and provide the best possible care to children and youth.
- Complete an action plan at the end of all training sessions and participate in follow up with the foster care social worker.
- Complete an incident report any time a restraint is used by a foster parent to a child in care.
- Seek support from the Federation of Foster Families of Nova Scotia when an allegation of abuse or neglect has been reported and throughout the investigation.
- Support the child or youth in anticipation of a child's move from a foster home.
- Participate in the annual review process and provide ongoing information to the foster care social worker regarding changes within the family situation.

Foster Care Social Worker

- Provide support to all Foster Parents through assistance in identifying needed supports, providing direct support and providing an avenue to access additional appropriate services.
- Maintain an updated foster care placement availability list, including full time foster home, respite homes and emergency homes.
- Include in the foster care placement availability list any other information which may impact the placement of a child or youth.
- Seek foster care placement options for children and youth when entering care or when moving from one placement to another.
- Seek appropriate foster care placement options for a child or youth within the regular foster care system; and/or forward Request for Foster Home Placement form to the Regional Placement Director.
- Provide the foster parent with copies of Foster Parent Checklist for Initial Placement Consideration.
- Provide foster family with detailed information regarding child, their family and the circumstances related to the child's care status.
- Provide foster families with copies of Guidelines for Discussion at Time of Placement.
- Support a child's access arrangements and provide services when discussed and agreed upon with the child's social worker.
- Contact the foster family within 5 days of a foster family receiving a new placement.
- Ensure Foster Care Comments forms are completed (once per year and end of placement) by the child's social worker and share information with the foster family.

- Ensure that all foster home file documentation is up to date, including annual reviews, requests for support and training.
- Maintain regular meaningful contact in order to provide ongoing support to foster families.
- Liaison between the child's social worker and the foster parent to ensure a high level of care.
- Coordinate ongoing mutual assessment with the foster family, in order to better meet the needs of the child or youth and to further develop their skill (this should include their training and learning plan).
- Conduct a follow up visit/assessment with the foster family regarding their action plan(s) from training.
- Screen and approve all alternate care supports being accessed for a child or youth in care.

Child in Care/Protection Social Worker

- Complete the Request for Foster Home Placement form when seeking a placement for a child or youth and forward to the foster care social worker.
- Make a final decision as to where a child in care will be placed in conjunction with the foster care social worker.
- Discuss at the time of placement all initial placement information with the child (where appropriate) and foster family using the Guidelines for Discussion at Time of Placement, and provide the completed child placement booklet, "What I Need to Know About _____" to the foster parents.
- Conduct a follow-up placement visit with the child and foster family within the first 7 days of placement. The child must be seen privately as well as with the care giver.
- Maintain regular and ongoing contact with the foster family.
- Support and assist in accessing a foster parents request for supports and services.
- Determine an overall goal for the child within 30 days of entering care.
- Conduct a visit at the foster home within 30 days of placement and complete the *Special Needs Assessment* form to determine any applicable assessed needs board.
- Develop a care plan for the child within 90 days of the child entering care.
- Invite foster family and other involved team members to the comprehensive plan of care meeting.
- Provide and explain to the child Your Rights and Responsibilities While You are in Care handbook within the first month of placement.
- Ensure that the child's life book is being maintained by providing support, materials and additional information to the foster family and child.
- Ensure that a medical for the child is completed within 30 days of entering care and then annually thereafter while in care.

- Provide foster parents with a medical booklet including the child or youth's health care number.
- Organize and schedule access arrangements for the child.
- Ensure that the child is enrolled in school as soon as possible after placement and ensure that all previous school records are transferred.
- Approve a child's overnight visits with relatives and friends based on information provided by the foster parent.
- Provide foster family with a letter of permission for travel following the approval of their request for out of province travel.
- Complete Letter of Medical Designation for Authority to Consent for Medical Treatment and Authorization for the Sharing of Medical Information About Children in Care form and provide to foster parents caring for the child.
- Plan, prepare and provide support to the child and foster family in anticipation of a child's move from a foster home.
- Complete a Foster Care Comments form at least once per year and at the conclusion of all foster home placements and share information with the foster family.
- Provide consents when legal guardian's signature is required.