**Kehew Awasis Migowop Ltd.**



**Program Overview**

Program name: KEHEW AWASIS MIGOWOP LTD. Per Diem: 450.00

**1. Contractor Information**

1.1 Legal Incorporated Name: Kehew Awasis Migowop Ltd.

1.2 Incorporated under as a private partnership under the Business Corporation Act of the Province of Alberta

1.3 Address: Box 172 Kehewin, Alberta T0A 1C0

1.4 Phone Number: 780-815-4272 Cell Number: 587-201-0628

1.5 Email Address: [kehewawasis@yahoo.ca](mailto:kehewawasis@yahoo.ca)

1.6 Chief Executive Officer: Rodney John

**2. Program Information**

2.1 Program Name: Kehew Awasis Migowop Program

2.2 Address: Box 190 Kehewin, Alberta T0A 1C0

2.3 Phone Number: 780-815-4272 Cell Number: 780-201-1875

2.4 Email: [kehewawasis@yahoo.ca](mailto:kehewawasis@yahoo.ca) or [gena\_lindberg@yahoo.ca](mailto:gena_lindberg@yahoo.ca)

2.5 Lodge Director: Gena Lindberg-John

2.6 Type of Service: Group Care Facility

2.7 Geographic Area Served: N/A

2.8 Client Capacity: Licensed for 09

2.9 Hours of Operations 24 hours/day

2.10 Organization and Date of Accreditation

**Canadian Accreditation Council**

**Expires : February 25, 2023**



**2.11 Mission Statement**

To guide and assist persons served to learn respect, responsibilities and to make healthy choices using holistic approach for change and to reach their potential as they grow.

**3. Program Description**

Kehew Awasis Migopow Ltd.

***Program Values***

The philosophy of the Kehew Awasis Migowop programs is that the people of Alberta and surrounding communities recognize and understand that people have suffered losses and encountered barriers beyond their control. This cause for concern has impacted the younger youth generation to lose their sense of identity. Further, we believe that a healthy environment and improved living conditions will foster and promote changes for a safe and supportive lifestyle setting using the Indian TACO philosophy.

***Program Goals and Objectives:***

We strongly believe that progress must be made towards the implementation of programs and services for our aboriginal youth to overcome barriers and negative stereotyping. Our intention is to plan and deliver culturally relevant programs services with a view of continuously reducing these barriers and criminal activity, child apprehension or neglect and move toward a healthy society.

**History of the Aboriginal People**

* Aboriginal Language Lessons
* Healing Sweat Lodge
* Pipe Ceremonies
* Drumming and Dances
* Beadwork Classes
* Regalia Making
* Traditional Garment Making and more

**Music Program**

* Drumming/drum making
* Powwow dance instruction (upon request)
* Aboriginal Song Writing (upon request)

Further, one-to-one contact with KAM Youth Worker who is trained to guide and direct the persons served along a positive life path.

Through Kehew Awasis Migowop Ltd. we can foresee healthy aboriginal youth, further through the program:

1. Our communities can be a place where people can harmoniously share their knowledge and wisdom of cultural heritage and belief’s
2. Our communities would be a safe place to live and play, free from the harmful effects of drugs and alcohol
3. Our aboriginal youth can be raised in a stable home environment that provides adequately for their physical, emotional, mental, spiritual and intellectual needs.
4. To develop a solid foundation of basic skills and personal development.
5. To foster and secure the foundation of aboriginal culture and beliefs at a young age and further revive our aboriginal language as an entry.
6. To expose aboriginal youth to the guidance and direction of our Elders and further foresee youth to respect and preserve the wisdom., traditions and teachings of all these Elders.

**Desired Outcome Statement**

The program strives to accomplish improved quality of life for Aboriginal persons served by means of effective, positive, tradition and cultural teachings, as well as promote education and recreation programs. Furthermore, the program will enhance personal growth, self-respect and responsibilities that will give support and confidence to persons served in making healthy and informed decisions and choices.

The persons served involved in the program will obtain skills that are applications to everyday work experience and relevant to the goals and objections of the program. The program the Kehew Awasis Migowop Ltd. will bring about the following desired outcomes for persons served.

1. Communicate effectively
2. Make appropriate decisions
3. Become an effective leader and take on effective leadership roles in the community
4. Increase awareness of their own opportunities, values, beliefs and spirituality
5. Learn the values of earning and helping in both home and community
6. Build self-esteem to overcome peer pressure and achieve cultural identity
7. Interact socially and respect boundaries
8. To have the ability to work as a team in both family and community relationships
9. Solve their own problems
10. Understand and respect one’s personal physical requirements, hygiene, values and dignity
11. Participate in physical and recreational training and skill development
12. Participate in meal and snack planning and preparation to learn the importance of proper nutrition
13. Build their own personality, stability and move forward to achieve a meaningful life of success

**4. Contractor and Child & Family Services Agency Financial Responsibilities**

**Remuneration:**

Free for Service - $ 450.00 day/child

Travel Rates as per Treasury Board Guidelines

Billing Requirements: Invoice will be submitted by Kehew Awasis Migowop Ltd. on the 20th of every month payment is required within 30 days of invoice.

Daily rate includes but does not limited to:

* All daily day to day costs
* Utilities/Telephone/Internet/Cable fees
* All costs related to transporting the child to school (within 30km radius)
* Local (within a 100km radius) medical appointments. Kehewin Health Services is approached for transportation before the Referring Agency is billed for trips further than 100 km.
* Weekly children’s allowance, in addition child is compensated for extra chores if it is requested
* Group Home having three vehicles due to proximity of emergency medical services if one vehicle breaks down we always have a backup vehicle
* Home repairs and maintenance
* Equipment maintenance
* Office Supplies
* In addition to what the child comes to Kehew Awasis with, clothing is purchased as needed and on a seasonal basis
* Special Celebrations (Birthdays/Christmas) KAM provides the funds to ensure that each child is provided with gifts for these days
* All necessary costs associated with hygiene and baby items
* Sanitary/health care items
* Covering the cost of children’s Field Trips
* Covering the cost of School Function Fees
* Covering the cost of School Fees
* Covering the cost of annual photography (school pictures)
* Covering the cost of hot lunch programs
* Weekly grocery shopping as per children’s likes/dislikes
* When intellectual developments are delayed and/or child has a diagnosis which requires one on one supervision, KAM will provide a staff member to attend school with that child

We also provide outings for workshops, conferences, recreation, entertainment and cultural ceremonies as part of our regular programming. Our program includes: Cultural Components, Elder Resources, Tutoring, One-on-One counselling, and following the medicine wheel teaching daily to ensure all youth are meeting all their life skills requirements.

Core daily staff required: Director, Youth care worker and Administrative Assistant and a Bookkeeper. At times we have children attending school on/off the reservation, so when this occurs, it is imperative that we have 2 daytime staff on shift, one staff member to drive the children to off reservation school, the other staff member will remain on site in case of emergency.

On-going trailing is provided to all staff to ensure that we have qualified staff working with the children.

Culture and spirituality are strong components of our programming. Sweats are held monthly for the children and is optional for the children to take part in the ceremony. Elders are available weekly for teachings Cree language, guidance and wisdom. They also offer to take the children to the church every Sunday, this is optional to the persons served.

We offer a family type atmosphere that is very inviting which makes the child feel at home. We also have the flexibility of inviting parents to come and spend time with their children in the home, which makes us an exception to the rest. This is provided at no cost to parents or referring agency. Understand the child’s family dynamics is important to reuniting child with family.

We provide independent home living skills, age appropriate training for those children 12 and up which include:

* Acquiring Identification (Birth Certificate and SIN)
* Tutoring for the Learners – Class 7 License
* Bank Account
* Babysitting Course
* Level 1 Orientation to Child Care when available
* Basic Survival Skills
* Part-time Employment sought for children
* Career Goal – assist with education requirements to meet this goal – preparing for ongoing education requirements

We remain in close contact with the schools and we will provide a worker should the school require onsite assistance based on special needs of the child.

Child Assessments are critical to determining what supports are required for the children, when required external professional supports are sought out for the children as an example the may include Mental Health, Child Advocate, Health Canada etc. These referrals will then be a foundation for an action plan for the child.

The home is licensed for 9 children but having fewer children allows us to work one-on-one with the children with far greater results and less distractions.

**5. Client Information**

5.1 – KAM will accept Children between the ages 6 -12 years of age, with the exception of siblings and in other and in other exceptional circumstances may be approved by the management team.

5.2 – Children are referred into the Program by a Child Welfare Agency

5.3 – Entrance Critieria

1. Kehew Awasis Migowop Ltd. will accept male and female youth and do not discriminate on race and/or religion.
2. The age of admission will generally range between 6 -12 years of age, although this can vary at the discretion of the Intake Committee or Director and approval of the Management Team.
3. Kehew Awasis Migowop Ltd. will accept individuals who:
   1. have been determined that foster placement is appropriate.
   2. have been determined the child and/or youth will benefit from a group living environment.
4. Children and Youth not considered for admission include those who exhibit:
   1. An extreme level of developmental disabilities that will interfere with the process.
   2. A severe physical disability that would substantially limit participation in critical aspects of the program.
   3. A level of acting – out aggression that is severe as to pose an uncontrollable threat to other residents, staff or the community.
5. Once the children and/youth has been accepted into Kehew Awasis Migowop the expected time frame for their residency will be no less than three (3) months except for in emergency situations where there is no limit. The expected time frame for any services that Kehew Awasis offer will take at least six (6) months to one year for any positive changes to take be noticeable in the child/youth holistic healing journey.

Procedure

1. An Intake Committee, comprised of any 2 of the 3: Director or assistant in the director’s place, Referring Agency Supervisor and a Community Elder, shall review all applications for admission.
2. The Director shall review the available information and assess the referral. Comments regarding admission shall be recorded on the Intake Process Form.
3. The Director may make one of four dispositions:
4. Acceptance of Referral
5. Rejection; or
6. Conditional Acceptance
7. Recommendations to be placed on waiting list, when applicable
8. Conditional acceptance will generally fall under one of the following:

1. Conditional acceptance pending education designation (see below)

2. Conditional acceptance pending clarification of adequate information

3. Conditional acceptance pending an interview with potential resident (especially in cases of older referrals); or

4. Conditional acceptance based on a trial period (30 – 60 days) of residence and the assessment made during that time.

1. Referral Agencies are generally notified immediately to within two days of receipt of referral information
2. If the Application is accepted, the material will be forwarded to the Lodge Director who shall carry through the tentative concurrent plan initial treatment goals as identified by the referral agency prior to admission
3. Kehew Awasis Migowop Ltd. requires the following **referral information and documentation:**
   1. Admission Package
   2. Delegation with the child’s ID number
   3. Child Welfare Status
   4. Copies of medical reports if available
   5. A copy of Birth Certificate if available
   6. A copy of Treaty/Metis Card if available
   7. A copy of hospitalization card if available
   8. A psychological assessment if one exists
   9. Individual Education Programming if child was in school
   10. Immunization Record
   11. Legal Information if any
   12. Clothing List
   13. Consent Forms (education, medical, traditional practices, trips, confidentiality) with signatures
4. The Intake Lodge Director may, at their discretion, process the application without the documentation, but reserves the right to obtain such assessments, if deemed necessary, and to invoice the referring agency for costs incurred.
5. In addition, the resident’s clothing is expected to be at an adequate and acceptable standard. The Referring Agency is responsible for the initial placement clothing order if clothing is not in suitable order upon admission. Kehew Awasis Migowop Ltd. will purchase needed clothing and invoice the Referring Agency. Upon admission the Lodge staff will do a thorough clothing inventory and forward a request to the Lodge Director if required.
6. The child/youth’s parent(s) (natural or adoptive) will be involved in the admission process whenever possible with the Referring Agency’s request. At the time of the intake meeting, or shortly thereafter, the Referring Agency of the child/youth shall be given an informational handbook/picture book that clearly outlines procedure with respect to parental visits, home visits, telephone privileges, grievances procedures, medical/dental procedures, names and phone number of key contact people etc.

**6. Program Objectives, Outcome and Measurements**

The visions of Kehew Awasis Migowop Ltd’d program as a whole is perceived as how it can contribute to personal growth and development, especially with aboriginal youth between the ages of 6 -12 years old, (with an exception upon the approval from the Management Team, e.g. a sibling), and to assist them in learning different aspects of everyday livelihood and how to balance those aspects utilizing traditional and cultural practices, as well as, life skills training and personal development.

Specific treatment philosophies, approaches and goals will be developed and communicated for each program or service provide by Kehew Awasis Migowop Ltd. These statements are reviewed during the yearly strategic plan and will be on the following:

1. Correspond to the Agency’s overall mission statement
2. Response to the specific needs of the clients served in the program or service
3. Reflective of the needs of the services partners and to community
4. Based on best practices knowledge gained by the agency

The target population for services provided are children and youth accessing services under the Child, Youth and family Enhancement Act and within the Core Protection or Family Enhancement Act. The children or youth (male or female) severed consist of ages between six and eighteen years of age (although this can vary at the discretion of the Intake Committee).

**Kehew Awasis Migowop Ltd. Program**

The program is designed to provide residential care, safety, security and support to young aboriginal children and youth who are experiencing some form of crisis in their life. Some children and youth who experiencing change in their lives respond in a manner that plus them at risk of harming themselves or others around them.

The Kehew Awasis Migowop Program philosophy believes in a targeted change process that facilitates the youth and children we serve becoming anchored in a permanent placement or home philosophically, the program is based upon the concepts of stop-gap service, which provide the framework for a shorter-term change process. Change will be facilitated through the teaching of tools, skills and resiliencies that build from the clients’ strategies, assets and capacities.

The emphasis will be:

* Identifying the triggers of aggression and physical acting out.
* Teaching skills in the areas of anger management and conflict resolution
* Providing a transferable milieu in the post-discharge environment is essential
* The capability of these care providers to consistently follow-up and reinforce the utilization of new skills and strategies will be essential in the child/youth’s success.

**Desired Outcome Statements**

The program strives to accomplish improved quality of life for Aboriginal youth by means of effective, positive, tradition and cultural teachings, as well as promote education and recreation programs. Further to this the program enhance personal growth, self-respect and responsibility which would further give confidence to youth and support the ideology of making healthy and informed decisions and choices.

The person served involved in the program will obtain skills that are applicable to everyday work experience and relevant to the goals, objectives and believe that the establishment of the Kehew Awasis Migowop Ltd. bring about the following desired outcome for persons served:

1. Communicate effectively
2. Make appropriate decisions
3. To becomes an effective leader and taking on effective leadership roles in the community
4. Increase awareness of their own opportunities, values, beliefs and spirituality
5. Learn the values of earning and helping in both home and community
6. Build self-esteem, overcome peer pressure and achieve cultural identity
7. Interact socially and respect boundaries
8. The ability to work as a team in both family and in community relationship
9. Solve their own problems
10. Understand and respect one’s personal physical requirements, hygiene, values and dignity
11. Participate in physical and recreational training and skills development
12. Participate in meal and snack planning and preparation to learn importance of proper nutrition.
13. Build their own personality, stability and move forward to achieve a meaningful life of success

**ESAT based observations, assessments and expected outcomes**

ESAT is originally meant to be used as an assessment tool utilized to help individuals becomes employable. Kehew Awasis Migowop Ltd. is the first home in Canada to have modified the program for group home use. The intent is to help KAM identify the areas of focus for individual children that enter the lodge. The program allows us to work with the child and identified any barriers, triggers and to identify patterns if any. A group of 12 child friendly questions are asked and completed by self-assessments and repeated by staff assessments and then entered into a table and graph chart for monitoring.

**Treatment Principles/Values**

The Kehew Awasis Migowop Ltd. treatment workshops will include the following:

**Mental Health Awareness**

Sessions will be implemented to further educate aboriginal youth on healing practices and approaches. Further, this program will re-orient youth to gain a sense of understanding on underlying issues and contribution factors to their mental and emotional problems. These may include the following or a combination of other sessions:

* Life Skills Training
* Mental Therapy
* Resource Support example: tutoring, music, prayer, rosary, meditation and story telling
* Elder’s wisdom and guidance

**Fetal Alcohol Spectrum Disorder (FASD) and Drug and Alcohol Awareness**

Kehew Awasis Migowop Ltd. works with FASD and drug Alcohol programs to provide education, information, support, resources, mentoring services, coaching and advocacy regarding fetal alcohol damage. Programs are available for parents, staff and the children in care about the effects and consequences of alcohol and drugs. This effect when children are age ready for this type of education.

**Cultural and Traditional Awareness**

Cultural and traditional is the distinctive life-way of a people united by a common language and governed by rule and models for their beliefs and behavior.

Aboriginal Cultural Awareness session is designed to introduce the child and youth to the concept of cultural awareness with a view of Canadian history from an Aboriginal perspective.

These teachings may help Aboriginal children come to a better understanding of Aboriginal culture and learn to respect themselves and Aboriginal people.

The Program will explain how culture affects the way we think and the way we act.

Some of the topics coved include:

* Teaching of Sweet Grass
* Tipi teaching (Tipi in yard during Summer months)
* Ribbon shirt and skirt making when available
* Medicine Wheel (Balance of Life)
* Language
* Sweat Lodge Ceremony
* Pipe Ceremony and Smudge
* Cultural Outings: Round Dance, Pow Wow, Sun Dance, Chicken Dance, Metis Dance
* Elders Training and Support
* Storytelling
* Nature walks and natural teaching
* Natural Medicine Teachings
* Cultural Identity
* Arts & Crafts
* Traditional values
* Traditional Foods and Bannock Making

**Intellectual Development**

This session aims to provide several of the major points of view currently influential in the field of cognitive development. It also examines implications of these various perspective for the education and socialization of children and youth. The emphasis is on the conceptualization of intellectual change processes.

The objective of this sessions is:

* To acquaint the person served with major current theories of intellectual development
* To foster the ability to think theoretically
* To apply good theory in professional and personal ways

**Areas Covered:**

**Physical, Social Development & Emotional Development –** help the person served understand and deal with their emotions. This session emphasizes many skills that increased self-awareness and self-regulation (reflected in the ability to pay attention, make transitions from one activity to another, and cooperate with others) are a very important part of the program.

**Cognitive Development –** help persons served to understand the world and adapt employing perceptual, intellectual tools used daily to navigate their life to succeed. This session shows the child/youth how they can develop their lifespan by using meaningful activities such as mental activities and logical reasoning to solve problems and obtain goals and how they are related to meaningful activities such as school, work and social relationships. This program is also to help the persons served improve important cognitive abilities and academic performances such as reading, writing and mathematics.

1. **Topics and Activities Covered:**

* Effective decision-making
* Leadership
* Career Development
* Building Self Esteem
* Peer Pressure
* Acknowledge Values and belief
* Interacting Socially
* Team Building
* Physical and Recreational Training and skills Development
* Nutrition
* Field Trips
* Tutoring

1. **Purpose of the Program**
2. To support and nurture the child’s social, physical, intellectual, creative and emotional development
3. Facilitate and support the child’s self-imaging and identify
4. Provide development appropriate activities and experiences
5. Respect the uniqueness of each child and their different learning styles
6. Encourage the child’s independence and self-control
7. Encourage children’s natural curiosity and the desire to learn
8. Respect and support the child’s and their extended family
9. Develop linkages and resources within the community
10. Be understanding and flexible
11. Be creative and be willing to put aside their inhibitions
12. Provide the child with the environment enriched in culture and language
13. Model respect and appropriate behaviours
14. **Identification of Client Groups**
15. Person served between the ages of 7 – 18 years
16. Person served that may have poor anger management and life skills
17. Person served who have been victims of emotional, physical and/or sexual abuse and neglect who are experiencing significant behavioral and emotional issues.
18. Person served who require out of home care and who are not currently able to be successful in regular group care or foster care settings
19. Person served that are Aboriginal.



1. **Reporting Information:**

Child & Family Services Agency Reporting Criteria

**8. Reporting Incidents:**

All employees shall immediately report the following accidents, emergencies or dangerous situations involving the person served and/or program personal, to the Director:

1. Unanticipated or unauthorized absence from program.
2. A medical or other kind of emergency, serious illness (or symptoms of serious illness), fall or accident.
3. Unintentional injuries to persons served.
4. Dangerous situation (e.g. threats of violence, weapons, is a danger t self through self-harm behaviours).
5. Suicidal and self-harm ideation or attempt.
6. Real or suspected abuse or harassment of anyone within the program – person served, staff, volunteer, etc.
7. Aggressive, combative or potentially harmful behavior towards other persons which has not been addressed in the care plan or restrictive procedure plan.
8. Medication:
   * + - Error
       - Any sign or symptom of adverse drug reaction or over-sedation
       - Mixed medication
       - Refused medications, or
       - Apparent abuse of mediation
9. Transfer to a hospital or medical clinic for emergency treatment
10. Outbreak of contagious disease or a condition e.g. influenza, scabies, food borne illness, corona virus, etc.)
11. A significant weight loss
12. Inappropriate use of strategies to alter behavior of persons severed by staff, volunteers and/or contractors
13. Use of any restrictive procedures (restraint, searches, isolation etc.) that is not identified and documented within the care plan or restrictive procedure plan
14. Theft or reported theft of money or personal belongings of persons served
15. The evacuation of the building (e.g. gas leak, fire, etc.)
16. A malfunction of the safety and/or security systems 9e.g. fire alarm, mechanical systems, etc.)
17. Death, and
18. Other events as identified by the program.

Kehew Awasis Migowop Ltd. requires that reportable incidents are documented and reviewed in the following manner:

1. Documentation to include:
2. Who is reporting the incident – staff, volunteer, contractor, representative, person served, family member.
3. History of the events or circumstances leading up to the incident.
4. Behaviour of the person served that required intervention, if applicable.
5. Timeline of interventions used.
6. Description of actions taken by staff/volunteer and/or others involved (e.g. police, medical personal, etc.)
7. Follow-up actions/recommendations
8. Follow-up after the incident to include
9. The briefing with the person served and others who may have been affected.
10. Person served informed of their rights (e.g. to initiate a conflict resolution process, conact an advocate, etc.)
11. Timelines for reporting to the appropriate authorities (e.g. guardian, physical, police, etc.)

Kehew Awasis Migowop Ltd. reviews all incident reports on a case by case and semi-annually (at a minimum) on a program basis.

Kehew Awasis Migowop Ltd. will review the following:

1. Ensure the completeness of the information included.
2. Identify trends (e.g. number of incidents with a person served, personnel and individual circumstances – times of day/month/season; related issues, etc.)
3. All incident reports are reviewed by the team or supervisor on a case-by-case and program-by program basis (e.g. identifying trends in frequency, effectiveness of intervention, corrective action required, follow-up etc.)
4. Address corrective action required (e.g. training needs identified).
5. Ensure reporting requirements are being met (e.g. members of the team, senior management, family and /or guardian, police, etc.)

**Rights and Individual Choice**

1. To be treated with dignity and courtesy, free of abuse, exploitation and/or discrimination (based on ethnicity, nationality, religious belief, gender, age, health, disability, economic status and sexual orientations).
2. To receive equal consideration and quality of services. The Agency will make every effort to accommodate the cultural, ethnic, or varying abilities of persons served. If the Agency is not able to fulfill these service needs, appropriate referrals will be made to best serve the individual or family.
3. To receive an explanation of what treatment or services you will receive.
4. To have a choice regarding consent to; family Intervention, youth work or any other services(s) provided or any regarding treatment unless otherwise specific by the law or court order.
5. To expect that Kehew Awasis Migowop Ltd. employees ensure the safety of clients and their families.
6. To be informed of access to an Aboriginal Resource Person or Cultural Resource Person, f desired by yourself and/or guardian.
7. To bring forward concerns, comments, suggestions, positive stories and/or recommendations, about the care received, to the attention, of the Kehew Awasis Migwop Ltd. members, or any other professional that was involved with the child/youths) care.
8. To formally or informally proceed with an appeal or a grievance about the care the client has received, as explained to the client and outlined in the Grievance Procedure document.
9. The right to legal aid and to be informed of procedures for obtaining legal counsel.
10. The right to be consulted in decisions made on his/her behalf, replacements, status or the care she/he is receiving and the right to be informed of these grievances’ procedures.
11. The right treatment such as medial care for reasons of physical illness, rehabilitative care (e.g. treatment plans, counselling) psychological treatment.
12. The right to food, clothing, shelter to ensure good health and personal development.
13. The right to an environment free from physical abuse, exploitation and degrading treatment.
14. The right to family contact; (with prior approval by Family and Child services).
15. The right to communicate freely in person, by spending and receiving sealed mail and by reasonable access to telephone.
16. The right to advocacy resources.

During the admissions process, Kehew Awasis Migowop Ltd. ensures that each person served is information of their rights and receives a copy of the Kehew Awasis Welcome Handbook which explains their rights in an age appropriate manner.

When a person served comes to Kehew Awasis Migowop Ltd. the Director and/or Youth Workers ensure that the person served feels relaxed and at ease as they explain the Lodge’s program.

The Welcome Handbook will include the following information:

1. Supports available through the program
2. Access to Aboriginal/Cultural Resource Person.
3. Confidentiality.
4. Involvement in planning of their future.
5. Conflict resolution and written grievance prod.
6. Access to advocates.
7. Well-being and safety.
8. Discontinuance of service.
9. Other rights that apply
   1. **Position Qualifications**
   2. Describe the minimum/maximum qualifications of positions associated with this program:

The minimum requirements for the following positions:

1. **Group Home Director**

**Qualifications:**

* + - * Highschool diploma or GED
      * Crisis Intervention Training
      * Must possess a valid First Aid/Infant CPR Certificate
      * A clear criminal record check
      * A clear child welfare record check
      * Related work experience will be considered competency-based hire

**Skills and Abilities:**

* + - * Must have ability to understand, adapt to and evaluate children’s developmental stages.
      * Must have knowledge or understanding of Aboriginal culture, language and history.
      * Demonstrate ability to be creative, resourceful, patient, reliable, flexibility and must have a positive attitude towards working with children.
      * Ability to prepare reports and to do presentations.
      * Appropriate communication skills, verbally and in writing.
      * Leadership abilities and to promote teamwork.

1. **Youth Care Workers (Caregivers)**

**Qualifications:**

* + - * Crisis Intervention Training
      * Must possess a valid First Aid/Infant CPR Certificate
      * A clear criminal record check.
      * A clear child welfare record check
      * Related work experience will be considered competency-based hire.

**Skills & Abilities:**

* + - * Must have ability to understand, adapt to and evaluate children’s developmental stages
      * Must have knowledge or understanding of Aboriginal culture, language and history.
      * Demonstrate ability to be creative, resourceful, patient, reliable, flexibility and must have a positive attitude towards working with children/
      * Ability to prepare reports and to do presentations.
      * Appropriate communication skills, verbally and in writing
      * Leadership abilities and to promote teamwork.

1. **Group Home Administrative Assistant:**

**Qualifications:**

* + - * Knowledge of Group Care Standards
      * Administrative, Bookkeeping, Human Resource skills
      * Must possess a valid First Aid/Infant CPR Certificate
      * A clear criminal record
      * A clear child welfare check
      * Driver’s License
      * A clear driver’s license abstract
      * Related work experience would be considered as competency-based hire

**Skills & Abilities:**

* + - * Self-monitoring yet good team working skills
      * Good organizing and planning skills
      * Good verbal and writing skills
      * Ability to work positively with children
      * Have a good understanding of budgeting and accountability

1. **Screening Applications**

All resumes of potential employees will be screened with respect to the education and experiences requirements for each job opening. Any exceptions to this standard will be approved by the Management Team. Written approval from the Directors will be placed in the employee’s personnel file.

1. **Proof of Education Requirements**

A copy of the employee’s educational achievements will be placed in their personnel file, prior to their official hire date. If, at any time, the employee’s educational standing changes, the employee will notify the Director and their personnel file will be updated.

1. **Proof of Related Experiences**

The employee’s past work experience, as documented on the employee’s resume, will be placed in the employee’s personnel file. Rational and documentation of on-going documentation will be kept on file for competency-based hires.

1. **Organization Chart**

**KEHEW AWASIS MIGOWOP LTD.**

**Governance Team**

Rodney John, Eva John-Gladue, Steven Gladue

**Administrative Assistant**

**Director**

Youth Care Worker

Youth Care Worker

**Private Consultant**

Accounting

**QAA**

Alice John

**Intake Committee**

(made up of any two of Referring Agency Caseworker, Director, Community Elder, Youth Care Worker)

1. **Monitoring and Evaluating**

All outcomes; positive, negative and unanticipated, for persons served place at Kehew Awasis Migowop Ltd. are clearly outlined and recorded in their files.

Positive outcomes; outcomes that do not achieve the intended goals, negative outcomes and unanticipated outcomes – either positive or negative are ensured and monitored through the:

1. Development of concurrent plans which indicated the progress of a person served.
2. Review of the goals as per the Caseworker Concurrent Plan which are modified as needed to develop the Behavioral / Life Skills Plan.
3. Entered on the daily Contact Notes.
4. Included in the reports for the Caseworkers, which are submitted every two months.

Kehew Awasis Migowop Ltd. serves up to nine Aboriginal youth and can regular and frequently analyze the aggregate non-identifiable data it has collected for each of them.

1. Lodge Director reviews open files periodically to ensure completeness of information, timelines of services provided to persons served and the effectiveness of services provided. Director is assigned to review closed files.
2. By regularly reviewing incident Reports at each team meeting, emergency meetings and/or group meeting, the person served, Director and Youth Care Workers establish possible patterns of behaviours or experiences which may precede the incidents and form this develop strategies or interventions which may assist the persons served seek alternative solutions or to be directed to appropriate supportive resources.
3. Past critical-incident reports, serious occurrences and grievances/complaints by the persons served are reviewed as needed by the Director and staff at team meetings.
4. Conflict resolution process/grievances and ethical issues raised by Youth care Workers and/or persons served are addressed as they arise and are documented in the team meeting minutes. All information will be then filed in a Grievance File.
5. Kehew Awasis Migowop Ltd. provides services to persons served on behalf of referring agencies. Quality improvement ensuring the child’s cultural needs are met is monitored by the Lodge Youth Care Workers and recorded in the Contact Notes.
6. Suggestions and/or direction for improving service delivery comes from feedback from the youth, referring agency, schools, youth care workers, case conferences, and grievance procedures.
7. The Director and Youth Care Workers are assigned specific areas of responsibility to monitor the quality of the services provided and to the compare this with the Lodge’s services standards.

Persons served referred to Kehew Awasis Migowop Ltd. are of Aboriginal decent. The Lodge program emphasizes individualized services delivery and strives to meet the specific needs of each person served. Youth Care Workers seek information and insight from the contracting agencies. Tailoring or customizing a plan to meet each of their fashion enables the Lodge to remain sensitive to and aware of current data.

Critical incident reports are discussed at the team meetings. Youth Care Workers participate by contributing suggestions and strategizing possible positive solutions. Once the team has thoroughly explored options, they may revise their Concurrent Plans to incorporate the changes.

By engaging in this process and coming to a consensus as a team, coupled with the final review prior to preparing the monthly report for the caseworker, it ensures that the needs of the persons served will be met with consistency from worker to worker.

As an independent agency, Kehew Awasis Migowop Ltd. provides focused, high quality service to all persons served. Team meetings occur once a month.

Kehew Awasis Migowop Ltd. does conduct an annual review of persons served satisfaction with a child friendly survey.

Satisfaction regarding service delivery to the persons served is conducted generally through:

1. The daily dialogue where the youth are encouraged to express their feelings and concerns, KAM being more akin to a family (environment) setting is concerned with the response and the reactions of the persons served as they occur. All expressed concerns are recording in the daily Contacts Notes.
2. Feedback from Youth Care Workers monthly reports.
3. One on one time spent with the child and taking circles held at the Lodge.
4. The child satisfaction survey.

