

**JOB POSTING #2020-108-02**

**INTERNAL/EXTERNAL**

**Family Connections**

**Family Outreach and Support Worker**

**Wage: \$23 - \$25 per hour**

**Part Time: 20 hr/wk.**

**Temporary term ending May 31, 2021 (with possible extension)**

Archway Community Services has been helping people since 1969. We provide more than 85 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

**JOB SUMMARY**

Provide assessment, planning and implementation of Service Plan with clients of the program. The position aids the client in identifying, understanding and overcoming person/family problems, and in establish and achieving realistic goals.

**RESPONSIBILITIES**

- Interview, prepare family histories, assess problems and outline services provided by Family Connections
- Develop and implement supportive interventions to assist in determining goals and the means of attaining them. Plan, prepare and conduct individual sessions with clients
- Provide life skills and positive parenting training
- Teach clients effective social and interpersonal skills through tasks of daily living and social activities
- Act as an advocate and provides support while client is in the program
- Maintain accurate reports and records and provide monthly reports to the supervisor
- Ensure that all required documentation is complete. Report to and discuss case planning and concerns to Ministry of Children and Family Development staff
- This position may require supervision and documentation of visits between parents and children who are in the care of the Ministry of Children and Family Development
- Maintain a thorough knowledge of community resources. Provide liaison, education and advocacy to other professionals, other agencies and the community as required
- Attend all mandated training as agreed upon with the supervisor
- Read, sign and follows the agency policies
- Perform other related duties as assigned by supervisor
- Ability to adjust and modify with program to align with COVID health and safety protocols
- Willingness to work with online platforms to provide full services (outreach and enhanced visits) to clients if needed due to COVID

## REQUIREMENTS AND QUALIFICATIONS

### Education and Certification:

- Satisfactory Criminal Record Check
- A degree in the Human Services field and related experience
- Emergency First Aid with CPR level C

### Experience:

- Direct program delivery experience in the community social services sector with a demonstrated working knowledge of government and community-based programs and related provincial and community support systems

### Knowledge and Skill Set

- Well-developed interpersonal, oral and written skills
- Good organization, time and general management skills
- This position requires flexible work hours to meet family's availability (evenings and weekends)
- Ability to work effectively independently and with other program staff, therapists, social workers and other related staff

### WORKING CONDITIONS

- This position requires staff to work in a stressful environment, dealing with clients in crisis situations. It is important to know when to seek support from supervisors or co-workers

### **Closing date is September 4, 2020**

#### **TO APPLY**

Interested applicants are to reference **Posting #2020-108-02 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2020-108-02

**No phone calls please. Only short-listed applicants will be contacted.**

***Archway Community Services is an equal opportunity employer and encourages applications from all equity seeking groups.***