

### **Job Description**

<b>POSITION:</b>	Family Well-Being Worker
<b>ACCOUNTABILITY:</b>	Team Supervisor – Family Well-Being
<b>CLASSIFICATION:</b>	Contract
<b>DATE APPROVED:</b>	February 15, 2023

**JOB PURPOSE**

The Family Well-Being Worker provides direct one-on-one support to parents and families in their homes or out in the community. The Family Well-Being Worker functions within legislative requirements, regulations, policies, and procedures and the Mission, Beliefs, and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

**KEY FUNCTIONS**

**Program Support:**

Provide encouragement, support, and education to families to facilitate positive parent-child relationships, stimulate child development, and promote healthy lifestyles:

- Work collaboratively with families to develop and implement Wellness Plans that support them in achieving goals and objectives that are concrete and attainable;
- Educate parents and families about child development, milestones;
- Advocate for parents/families;
- Encourage nurturing behavior and interaction between parents, families, and their children;
- Assist parents and families to access relevant community resources;
- Establish trusting relationships with families at risk;
- Conduct ongoing assessments of family’s strengths, weaknesses, and progress towards Wellness Plan and maintain documentation on progress;
- Provide a liaison function and advocacy role for families, helping them to access services that support healthy family functioning;
- Assist families in strengthening parent skills and knowledge by developing an understanding of age-appropriate expectations, using effective coping strategies, appropriate discipline, using positive reinforcement in parenting, and identifying and utilizing their strengths and support network;
- Teach families problem solving, anger management, and coping skills using modeling as a primary teaching method;
- Assist or facilitate one on one sessions or group programming as required and approved by Supervisor/Manager;
- Assist families in developing culturally appropriate strategies in addressing challenges that impact their family, and provide programming/sessions allowing parents to learn various skills needed;
- Carry a client caseload, and participate in case management and regular team meetings;
- Assist families in maintaining a safe and functional home environment;
- Provide support services to families to meet the needs identified in the Wellness Plan;
- Monitor progress towards achievements of the Wellness Plan;
- Participate in Case Conferences to close a file when goals have been achieved and when approved by the Supervisor; Work collaboratively with service providers (internal and external) to provide comprehensive and coordinated services for the families;
- Ensure regular case conferences are held with the family or other service providers involved;
- Research and maintain community resources, service providers, groups, and programs that are in the community;
- Establish linkages to support services, both informal and formal, according to the needs of the family;

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- Maintain regular contact with other service providers to ensure that provision of required service occurs.
- Ensure regular contact with each family and provide regular updates to the Supervisor;
- Assist with managing the Waitlist when required;
- Provide transportation as required to appointments, meetings, and case conferences.

### **Documentation:**

Ensure the proper documentation of all work files.

- Ensure all clients sign the Consent to Participate form and the Confidentiality Checklist and upload into data base;
- Complete documentation according to Agency policies and procedures and ensure all data is entered into database system as per Agency's standards;
- Ensure the documentation of regular contact with the referred families, children, and the referral source;
- Complete required case management paperwork within 24 hours;
- Complete staff file checklists reviews prior to supervision;
- Ensure evaluations and follow-up is completed with families when service has been completed, and the file is closed, i.e., closing summary regarding outcomes from the provision of services is documented.

### **Relationship and Team Building:**

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions, and attitudes that are consistent with Agency vision, mission, and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families, and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally, and collaboratively with team members.

### **Cultural Competency:**

Participate in cultural activities within the Agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinawbe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the Agency, for clients, families, communities, and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishnawbemowin language within the position.

### **Administration and Reporting:**

Complete administrative functions and reports and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes, and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date, and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;

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- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance, and other policies and procedures in the performance of duties.

### **Other Duties**

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families, and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events, and other mandatory training as required;
- Other duties as required or assigned.

### **QUALIFICATIONS:**

#### **Minimum Education**

- Degree in Human Services preferred
- Diploma in Human Services required
- Life Skills Coaching Certification an asset

#### **Minimum Experience**

- Two (2) years direct service with children and families and groups, preferred
- Equivalent combination of education and experience may be considered

#### **Knowledge Requirements**

- Knowledge of Nogdawindamin Family and Community Services programs and services
- Knowledge of the Child Youth and Family Services Act
- Knowledge of First Nation service delivery, customs, and traditions in responding to child welfare
- Knowledge of external services and service agencies

#### **Special Skills**

- Excellent interpersonal skills
- Excellent conflict resolution and mediation, and problem-solving skills
- Excellent crisis intervention skills
- Excellent collaborative and facilitation skills
- Excellent computer skills
- Excellent written and oral communication skills
- Excellent organizational, time management, and administrative skills
- Ability to work with First Nations and internal and external organizations/agencies
- Ability to work with and meet tight deadlines
- Ability to take the initiative and work independently
- Ability to work within a team environment
- Ability to work with confidential and sensitive information
- Ability to work flexible hours

#### **Other Requirements**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions, and the Seven Grandfather Teachings.
- Ability to understand and speak Anishnaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle, and the ability to travel;
- Must have \$1M automobile insurance coverage.

### **WORKSITE LOCATION**

The location is to be determined.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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While performing the duties of this job, the Family Well-Being Worker will typically be in an office setting. The Family Well-Being Worker is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching, and bending. The Family Well-Being Worker will be required to travel to meetings within the district.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings. Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Family Well-Being Worker to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Indigenous people, from time to time, exposure to smoke from the burning of sacred medicines, tobacco, sweetgrass, sage or cedar, may occur.

### **TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, fax machine, and cell phones

### **SUPERVISORY RESPONSIBILITY**

This position is not required to supervise any staff.

### **KEY RELATIONSHIPS**

#### **Internal**

The position requires interaction with the Protection and Resource Managers, Senior Management Team, Team Supervisors, Child Welfare Workers, Investigation and Assessment Workers, and Access Support Workers.

#### **External**

This position requires interaction with the Children's Aid Societies, other First Nation communities, and all related service agencies within the First Nation that respond to child welfare service delivery needs.

### **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions, or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

### **SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date