

Job Description

POSITION:	Family Well-Being Group Worker
ACCOUNTABILITY:	Team Supervisor – Family Well-Being
CLASSIFICATION:	Contract
DATE APPROVED:	June 2, 2025

JOB PURPOSE

The Family Well-Being Group Worker provides educational groups, programs, and support to parents and families based on the commonly identified presenting issues with Family Well-Being and Child Welfare. The Family Well-Being Group Worker will assist individuals in learning new skills and enhancing the family's unique strengths. Programming is developed to build resiliency, confidence, and unity within the individual, family, and community. Programming will be offered in the home, in the community, or through web-based platforms. Services are an extension to the Family Well-Being Program and include educating parents and families about childcare, child development, milestones, advocacy for parents and families, encourage nurturing behavior and interaction by creating a safe environment. The Family Well-Being Group 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

Education and Groups

Develop and deliver educational group programs and support to parents and families.

- Develop culturally appropriate group programming, including a schedule for activities, program parameters, and an evaluation tool in response to service needs identified by the Agency staff;
- Recruit and screen potential group members;
- Facilitate educational groups and programs, individually or with a co-facilitator;
- Act as a facilitator within a mutual aid and/or self-help group structure;
- Create a safe space for participants and facilitators, while they are participating in the group;
- Address instrumental issues that arise as part of the group, i.e., childcare needs; provision of snacks, transportation arrangements;
- Ensure the 'process' of the group, includes properly addressing issues such as termination, confidentiality, consents etc.
- Assist Family Well-Being Workers to achieve the goals identified on the Wellness Plans by providing 1:1 support to families by demonstrating tasks and offering in home programming;
- If the family doesn't have access to a laptop to participate in programming or requires assistance using the technology, the Family Well-Being Group Worker will support the family;
- Develop programming which may include, curriculum development and research.

Program Support

Provide encouragement, support, and education to families in order 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;

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- Conduct ongoing assessments of family's strengths, weaknesses, and progress towards Wellness Plans 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 their 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 families in developing culturally appropriate strategies in addressing challenges that impact their family, and provide programming sessions/workshops which allow 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, develop and maintain 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;
- 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 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., a closing summary regarding the 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 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;

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- 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 on 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;
- 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.
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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 combinations 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
- Knowledge of North Shore First Nations

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Special Skills

- Excellent interpersonal skills
- Excellent conflict resolution, 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

While performing the duties of this job, the Family Well-Being Group Worker will typically be in an office setting. The Family Well-Being Group 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

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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 service-related 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 reserve 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