

## **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>	

### **JOB PURPOSE**

Reporting to the Team Supervisor – Family Well-Being, the Family Well-Being Worker provides direct one-to-one support to parents in their home or out in the community. Services include educating parents about child care and child development; advocacy for parents/families; encourage nurturing behavior and interaction between parents and their children; and assisting parents and families in accessing relevant community resources. The Family Well-Being Worker functions within legislative requirements, regulations, policies and procedures and the Mission, and Vision of Nogdawindamin Family and Community Services.

### **KEY FUNCTIONS**

#### **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 parents to develop and implement Wellness Plans that support parents in achieving goals and objectives that are concrete and attainable
- Establish a trusting relationship with at risk families
- Conduct ongoing assessments of client strengths/weaknesses and progress towards case goals 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 parents in strengthening parent skills and knowledge; 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 their support network
- Teach parents problem solving, anger management and coping skills using modeling as a primary teaching method
- Assist parents in developing culturally appropriate strategies in addressing problems that impact their family; and provide workshops allowing parents to learn various skills needed
- Carry a client caseload, and participate in case management and regular team meetings
- Provide assistance to youth in developing life skills and assist in gaining access to community resources
- Assist parents in maintaining a safe and functional home environment
- Provide support services to families to meet the needs identified in the assessment
- Monitor progress towards achievements of the goals
- Close cases when goals have been achieved
- Provide family support and advocacy to families when required
- 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 and other service providers involved
- Knowledge of 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
- Ensure regular contact with other service providers ensuring that provision of required service occurs
- Ensure that referral procedures are negotiated and the ongoing role of community services are clarified prior to case closure

### **Documentation**

- Ensure all clients sign a consent form for Confidentiality
- Complete documentation according to Agency policies and procedures
- Ensure documentation of regular contact with the referred families/children and the referral source
- Provide monthly written reports; required statistical information and ensure all data is entered into database system as per Agency's standards
- Complete required case management paperwork, i.e. social histories, treatment referrals, and providing short-term or crisis support to families through referrals
- Ensure evaluations and follow-up is completed on all clients when service has been completed and the case is closed, i.e. closing summary regarding outcomes from the provision of services is documented

### **Agency Duties and Responsibilities**

- Participate willingly and constructively in the supervision and evaluation process with the Team Supervisor
- Participate in training, in-service, team meetings and workshops
- Participate in the orientation process
- Work with families as assigned by the Team Supervisor
- Ensure regular contact on each client and provide regular updates to the Supervisor
- Submit monthly administrative reports, timesheets and travel expense claims within agency deadlines

### **Other Duties**

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

### **QUALIFICATIONS:**

#### **Minimum Education**

- Preferred university degree in Human Services
- Required college diploma in Human Services

#### **Minimum Experience**

- Two (2) years direct service with children and families and groups, preferred
- Equivalent combinations of training and experience may be considered
- Life Skills Coaching Certification an asset

#### **Knowledge Requirements**

- Knowledge of Nogdawindamin Family and Community Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- 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
- Strong conflict resolution and mediation and problem solving skills
- Crisis intervention skills
- Strong collaborative and facilitation skills
- Excellent computer skills
- Good written and oral communication skills
- Strong organizational, time management and administrative skills
- Proven ability to work with First Nations and internal and external organizations/agencies
- Ability to work with and meet tight deadlines
- Ability to take initiative and work independently

- Ability to work within a team environment
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishinaabemowin is a definite asset
- Ability to work flexible hours

**Other Requirements:**

- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

**WORK SITE LOCATION**

The location of this position will be in the East, Central and West regions.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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 Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, 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 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 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