



**THE CHILDREN'S FOUNDATION**  
ALDERWOOD FAMILY DEVELOPMENT CENTRE  
2750 East 18<sup>th</sup> Avenue, Vancouver, B.C. V5M 4W8  
Tel: (604) 434-9101 Fax: (604) 437-9107

## **JOB DESCRIPTION**

**Job Title:** Family and Community Worker

**Immediate Supervisor:** Clinical Director\Program Supervisor

### **GENERAL DESCRIPTION:**

Under the direction of the Program Supervisor, provides support services to families and children/youth, utilizing a "wraparound" approach. Services provided may include child care, parent training, crisis intervention, behaviour management, family support, mentoring, modeling, and life skills training, either on a one-to-one basis or in a group environment.

### **Duties:**

Typical Duties Include:

- Providing all aspects of child care, as needed, to children (ages 6 to 12) who are in day treatment or clinical programs. Teaching daily routines and activities.
- Identifying potential areas of concern and providing input into development and planning of goals and objectives. Providing support to clients and monitoring their well-being. Reviewing clients' progress and making either written and/or verbal reports regarding clients' daily activities and progress.
- Recognizing potential crisis situations, and with the clinical team, analyzing such situations accurately, and developing strategies to deal with these situations.
- Providing life skills training and behaviour management training to clients. Facilitating physical, recreational, and educational activities. Providing clients with a positive role model.
- Providing transportation and assistance to clients in attending appointments when necessary and appropriate.
- Participating in evaluating the effectiveness of rehabilitation and training programs. Providing suggestions for program development and modification of such programs.
- Preparing and maintaining client progress reports and related records.
- Identifying social, economic, recreational and educational services in the community that will meet client's needs.
- Maintaining liaison and good communication with other agencies, professionals, and the community. Fostering a positive working relationship with staff members.
- Participating, with team, in planning, goal development, and ongoing evaluation.
- Performing all duties in compliance with accreditation standards, and in keeping with the agency mission. Performing other duties as required.

### **Academic and Specialized Abilities:**

- A B.A. in Child Care is preferred. A Child Care Diploma (2 year) from a recognized program, combined with at least 2 years of related experience is a minimum requirement.
- Consideration will be given to those possessing a relevant Bachelor's degree in Social Work or Psychology or R.N., or B.Ed., Psychiatric Nursing, or Community Service worker Diploma (2 year), with experience.
- Experience and proven ability to work effectively with family and community members.

### **Basic Abilities:**

- Must have the ability to relate to children (in groups and individually), and families.
- Must be able to communicate orally and in writing at a level consistent with the minimum academic qualifications required for this position. Must be computer literate.
- Must be mature and responsible, possessing excellent social skills and ability to relate to others.
- Must be familiar with the principles of Wraparound case management.
- Must have knowledge of social learning theory, and other effective child care treatment modalities, theory, principles and practice.
- Must have demonstrated ability to teach skills and work effectively in a team setting.
- Must have good time and general management skills.
- Must be able to perform all duties required, at the program site, in the community, or in the family/caregiver home.

### **Additional Requirements:**

- Tact, sound judgment, warmth. Must have the sensitivity to work within the family/caregiver home, considering privacy and confidentiality concerns.
- Ability to obtain confidence of children and families.
- Ability to work well with other professions and community representatives.
- Ability to assess social factors and to record these effectively.
- Resourcefulness and ability to contribute to planning and development of programs.
- Ability to maintain an objective interest in people and a demonstrated ability to work with them.
- Must be willing to use personal car for compensated transportation.
- Must be willing to work shifts and/or flexible hours.
- Ability to work independently.
- Ability to manage crises, and work under stress.
- Class 4 Drivers License and First Aid