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2750 East 18<sup>th</sup> Avenue, Vancouver, B.C. V5M 4W8 Tel: 604-434-9101 Fax: 604-434-9938

**Position Title:** Family and Community Worker – Alderwood

**Position Status:** Auxiliary/On-call

**Wage and Salary Range:** (Grid Level 11) \$23.10 – \$26.91 per hour

**Current Location:** Vancouver

**Employee Group:** Included – CUPE 1936

**Reports To:** Program Director, Lisa Lowe

**Anticipated Start Date:** Immediate

TCF is an inclusive and equal opportunity employer and welcomes applications from minority groups. This position requires maintenance of a satisfactory criminal record check, use of a personal vehicle and union membership.

**Closing Date**

Please send resume and cover letter attention to Lisa Lowe at [lisa.lowe@childrens-foundation.org](mailto:lisa.lowe@childrens-foundation.org) or fax 604-434-9938.

***Attachment – Job Description***

Date posted: November 25, 2021

## 1P11 Family and Community Worker

**Report To:** Program Director

**Classification:** Integrated Job - Adult, Youth and/or Child Worker & Early Childhood Educator

**Grid:** 11

**Job Goal:**

Under the direction of the Program Director, 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.

**Performance Responsibilities**

1. Providing all aspects of child care, including administration of medications, to children (ages 6 to 12) who are in day treatment or clinical programs. Teaching daily routines, skills, social/emotional learning, and activities.
2. 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.
3. Recognizing potential crisis situations, and with the clinical team, analyzing such situations accurately, developing strategies to deal with these situations, and acting in behavior intervention.
4. Providing life skills training and behaviour management training to clients. Facilitating physical, recreational, and educational activities. Providing clients with a positive role model. Plan and facilitate activities.
5. Assisting clients with learning and/ or independent activities. Providing support to clients with respect to their social/ emotional learning and school connectedness and belonging.
6. Providing transportation and assistance to clients in attending appointments when necessary and appropriate.
7. Organizing, running and teaching Summer Program.
8. Building relationships and supporting community enhancement by doing outreach during school calendar holidays.
9. Participating in evaluating the effectiveness of rehabilitation and training programs. Dealing with challenging behaviours. Providing suggestions for program development and modification of such programs.
10. Preparing and maintaining client progress reports and related records.
11. Identifying social, economic, recreational and educational services in the community that will meet client's needs.
12. Maintaining liaison and good communication with other agencies, professionals, and the community. Fostering a positive working relationship with staff members and families.

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13. Participating, with team, in planning, goal development, ongoing evaluation, safety plans, functional assessment, and reporting during medial trials.
  14. Implementing goals and objectives, and tracking data.
  15. Mentoring practicum students, evaluating practicum students.
  16. Supporting/ assisting with orientation of new hired staff, acting as point person, and reviewing role and responsibilities.
  17. Performing all duties in compliance with accreditation standards, and in keeping with the agency mission. Performing other duties as required.

## **Education and Experience Requirements**

- A Child Care Diploma (2 year) from a recognized program, combined with at least 1 year of related experience is a minimum requirement.
- Experience and proven ability to work effectively with family and community members.

## **Job Skills and 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 and emotional 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.
- 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 work shifts and/or flexible hours.
- Ability to work independently.
- Ability to manage crises, and work under stress.

## **Additional Information**

- Must have a proof of a satisfactory criminal record check from the Criminal Record Review Program.
- Must have a current emergency First Aid certificate.
- Must have a current Non-Violent Crisis Intervention (CPI) certificate.

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- Must possess a valid B.C. Driver's License.
  - Must provide a proof of a satisfactory driving record (driver's abstract) from ICBC.
  - Must have verification of vehicle insurance with \$2,000,000 liability coverage.
  - Must be willing to use personal car for compensated transportation.
  - Must provide proof of COVID-19 Vaccinations