

FIRST NATION OF NACHO NYAK DUN (FNNND)

POSITION TITLE: Family Support Worker
DEPARTMENT: Health and Social
SUPERVISOR: Manager, Health and Social Programs
STATUS: Full Time Term
SALARY: Level 4

JOB SUMMARY

The Child and Family Services Act (CFSA) is designed to promote family integrity and to promote cooperation with families, First Nations Governments and community organizations in the planning and delivery of services to families and children. Reporting to the Manager, Social Programs the Family Support Worker will provide family support services to their membership in collaboration with the departmental social worker(s). Using an outreach approach, this position will provide services to children, youth, families and groups to support the objectives of the CFSA.

Working closely with the departmental social worker(s), the Family Support Worker is responsible for liaising with NND families/children/youth/groups in child welfare matters. The Family Support Worker will also team work with the Alcohol and Drug Counselor, Community Wellness Coordinator, Court Worker, Justice Officials, School personnel and other agencies that may be involved with child welfare matters and promoting wellness and prevention programs. Programs and services delivery shall be prioritized in conjunction with the Manager, Social Programs and Community Wellness team players subject to include: referrals to counseling, drug and alcohol treatment/prevention, rehabilitation programming, family violence prevention programming, education awareness initiatives, traditional parenting skills, land-based community programming and programs and services on traditional teachings with Elders. The Family Support Worker will liaise and coordinate case/ work planning with social workers, family and other pertinent people involved in the child welfare matter. Programs and service delivery shall be delivered according to goals/objectives and the values of the FNNND's culture/tradition.

MAIN DUTIES

- Connect with individuals, families and partner agencies to generate interest in and commitment to supporting the family/children/youth/groups care plans: Work closely with the family/children/youth/groups and support systems to develop realistic and holistic care plans;
- First Nation staff and Health and Social Services (HSS) staff will work collaboratively in the delivery of child welfare services to First Nation's citizens;

- Assist and support families involved in child protection investigations; wherever possible given urgency and resource considerations First Nation staff will accompany the HSS social worker when responding to a report that a child may be in need of protective intervention. Regular participation in planning meetings and conferences on a case by case basis;
- Liaise between families and the HSS social worker to facilitate case planning;
- Where children have been brought into care assist in identify extended family or other placement resources that are familiar to the child; attend child placement planning sessions with family to assist children, youth and families in understanding expectations and processes related to planning and decision – making. This may include participation in foster care or adoption placement planning and decision- making. Assist in the development and implementation of culturally appropriate plans and involvements for children in care;
- Assist and support families to access support programs and services related to case planning;
- Inform HSS policies and programming from a cultural and community perspective;
- Coordinate and facilitate community awareness forums to provide information on child welfare services in conjunction with HSS staff;
- Ensure children, youth and families understand their individual rights and responsibilities. Maintain confidential records regarding services provided to clients including: referrals, intake, progress reviews, meetings attended and the nature of client involvement; and
- Any other duties as required.

KNOWLEDGE AND SKILLS

- Completion of Grade 12 with a minimum of two years post-secondary training and two years of work experience in child welfare and social services field and/or equivalency of training/experiences;
- Ability to take initiative, work independently and meet deadlines;
- Ability to be creative and visionary;
- Ability to team work and coordinate wellness/prevention programs and services, activities and events to the community;
- Ability to maintain strict confidentiality;
- Attain research skills (i.e. researching information from the internet, local community information, resources and library) to help prepare information for targeted based workshops and events;
- Have good computer skills, including word processing, internet and email, and public presentation skills (i.e. Microsoft Power Point);
- Ability to make referrals or seek resources as applicable;

- Knowledge of the tradition and culture of Yukon First Nations and FNNND citizens is an asset, including knowledge of spiritual beliefs and traditions and understanding the role of Elders in First Nation communities;
- Knowledge of alcohol/ drug prevention and social services and programs provided by the First Nation is an asset; and
- Ability to cope with stressful situations including deadlines, and potentially dealing with volatile citizens.

Program Management Skills:

- Effective communication and coordination skills to facilitate family/children/youth/groups with diverse social needs, interests and backgrounds;
- Ability to independently plan, organize and coordinate diverse wellness/prevention programs and services to meet the needs of the community;
- Ability to prepare proposals, work plans, budgets and activities reports;
- Ability to schedule appointments, daily reporting, activities and prioritize in order to effectively carry out duties in a timely manner;
- Good time management and organizational skills;
- Good record keeping and reporting skills; and
- Ability to assist and /or lead in case management.

Interpersonal Skills:

- Ability to work effectively with citizens;
- Ability to establish effective working relationships with community members and staff;
- Ability to demonstrate conflict resolution skills and assist in crisis situations in a clam manner;
- Ability to act as a positive role model for community members demonstrating the practices of a healthy lifestyle, including demonstrating stability, maturity, integrity and sobriety within the community; and
- Ability to work as a team member on the Wellness Committee and in the Health and Social Programs department.

DECISION MAKING

The position reports to the Manager, Social Programs and will work closely with the Department social worker(s) and the Wellness team to plan, coordinate and organize community wellness programs and services ensuring client needs are met as effective as possible. The position advises the Manager, Social Programs when issues or concerns arise that may adversely impact citizens. The position may participate in case management and works cooperatively with others in the best interests of the citizens.

IMPACT/ACCOUNTABILITY

This position is accountable for coordinating and organizing the best possible case plans and team work in community wellness/prevention programming for FNNND citizens within establishes procedures by policy. The activities of the position directly impact the well-being and self-sufficiency of citizens.

WORKING CONDITIONS

There is a requirement for travel within the community and occasional travel outside the community.

Physical Effort:

- Sitting, walking, driving and standing.

Physical Hazards Present:

- Harsh weather and road conditions;
- Inconsistent and varied work locations;
- Unsanitary/ infectious home conditions; and
- Unpredictable behavior of citizens.

Spiritual Stress

May arise as many high risk citizens are struggling with their own spirituality and beliefs and values may be inconsistent with the home.

Emotional and Mental Stress:

May arise due to the following conditions which are normal and may be expected in the job:

- High level of emotional citizens;
- High level of conflict situations in client's lives;
- High level of dissatisfied citizens;
- Constant interruptions;
- Potentially physical abuse from citizens;
- Abuse present in citizens' home; and
- Death and grieving issues with citizens.

CONDITIONS OF EMPLOYMENT

- Position requires tact, diplomacy and discretion while dealing with sensitive information in a confidential environment;
- Valid Class 5 driver's license and abstract; and
- Security Clearance

POSITION APPROVAL

We approve the position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Phyllis Peter
Manager, Social Programs

Date

Ronalda Moses
Manager, Human Resources

Date

Adrienne Hill
Executive Director

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Employee

Date