



## COMMUNITY SUPPORT WORKER JOB DESCRIPTION

	Immediate Supervisor	Supervisor of Support Services
	Supervisor	N/A

### OVERVIEW:

The Community Support Program encompasses primary and secondary prevention services that are community based for children and their families. The intent of services will focus on prevention and early-intervention to reduce and /or prevent the need for child protection mandated services.

The Community Support Program will assist individuals in their healing journeys by providing the required assistance, supports and educational information to correct learned behaviours, influence change and re-establish self identity by promoting healthy behaviours and lifestyles. Services will offer both traditional and mainstream practices are delivered in accordance to developmental stages of life.

### GENERAL DESCRIPTION:

1. As an employee of Kina Gbezhgomi Child and Family Services, the worker will promote and support the Community Support Program by providing primary and secondary prevention and early intervention services to clients at high risk of child welfare interventions.
2. The worker can be described simultaneously as family-focused and community-based by creating an environment where children and families can obtain their maximum potential.
3. The worker will network to develop, promote, and maintain effective working relationships with a variety of service providers including collateral contacts.
4. Due to the sensitive nature of services provided and client information, confidentiality must be maintained at all times.

### QUALIFICATIONS:

1. In order of preference: Bachelor or Diploma of Social Services, Native Child and Family Worker Diploma, Child and Youth Worker Diploma and/ or any other related Diploma or Certificate deemed appropriate for this specific job will be considered or completion of a Secondary School Diploma including experience in front-line service or program delivery provided to Native Child and Family and /or Social Service area will be considered.
2. Kina Gbezhgomi Child and Family Services respects and recognizes that a First Nation community member is knowledgeable of their own communities internal dynamics and may possess the necessary skills with ongoing training and educational planning may fulfil the requirements of the position.
3. Knowledge and ability to interpret and apply a wide range of social work practices/ principles and native-based methods is essential.
4. Proven knowledge of theories of human behaviours (family systems) and proven ability to provide assessment, referral and provide proficient services to clients within a supervised manner.
5. Excellent communication skills. Written skills for the completion of documents, reports and applicable service delivery requirements. Oral skills for communication on a one-to-one basis with clients including public speaking skills to deliver community educational workshops.

6. Essential knowledge and ability to operate a variety of computer programs for purposes of electronic recording and filing i.e. Microsoft Word, Internet, Electronic Case Management System, etc.
7. Knowledge, respect and practice of the Anishinabe culture including fluency in the Anishinabe Language (is an asset).
8. Demonstrates to be a positive community role model and has established an individual healthy lifestyle.
9. Must be able to work flexible hours, possess own vehicle, valid driver's license, proof of insurance, travel as required and sign a "Declaration of Confidentiality."

## **DUTIES AND RESPONSIBILITIES:**

**The Community Support Worker will provide the following seven reinvestment services as determined by the ministry:**

**FAMILY AND PARENT EDUCATION:** services designed to nurture the parent and provide alternative, appropriate, effective skills, and knowledge for parenting and family relationships.

- 1.) Deliver educational workshops or one-on-one services to parents based upon needs.

**FAMILY SUPPORT CIRCLES:** services are designed to facilitate a process which will help parent/care givers who are experiencing unresolved issues, i.e. – past or present abuse.

- 2.) Provide and / or refer clientele for mediation services. or
- 3.) Provide and / or deliver the opportunity for clientele to participate in traditional talking circles within a safe environment.

**LIFE SKILLS:** services to assist children and parents/ care givers learn alternative behaviour for various situations and are able to make valuable contributions in the community.

- 4.) Provide educational awareness workshops / educational sessions/ one-on-one in areas surrounding life skill techniques.

**COMMUNITY EDUCATION:** education for the community or special groups to increase community awareness (i.e. – teen, single parents, etc.) on various topics, i.e. – personal safety, reporting abuse which will help minimize the risk to children.

- 5.) Identify and address important social issues pertaining to the First Nation community served and deliver educational workshops and preventative awareness to the general community populace in a variety of child welfare prevention areas when required.

**SOCIAL AND RECREATIONAL PROGRAMS:** minimal hosting of community events that will allow family members to gather for fun, relaxation, and fitness.

- 6.) May include traditional ceremonies or community gatherings celebrating the child and family.

**CULTURAL (ANISHINABE) AWARENESS:** availability and access to native resources to assist in the development of self-awareness in spiritual, mental, emotional, physical and social needs.

- 7.) Provide opportunities for clientele to receive traditional teachings that will assist individuals in their healing process in accordance to the developmental phases of life.
- 8.) Provide support to clientele by attending in traditional ceremonies when required.

**ADVOCACY AND REFERRAL:** ensure referrals will be complete for those children, youth and parents who require additional resources or services.

- 9.) Work effectively with families' present varied needs and strengths.
- 10.) Ensure clientele receive referrals to appropriate services as required.

**In addition to the above, the worker is expected to**

**SERVICE DELIVERY:**

- 11.) Implement and deliver both the Honouring the Spirit Program and Nurturing Parenting Program and other prevention curriculum with individuals and families on an on-going and measurable basis.
- 12.) Prepare and complete monthly and annual service delivery calendars identifying anticipated home intervention schedules, workshop schedules and community events, etc. To the Supervisor of Community Support Services.
- 13.) Process referrals and determine the eligibility and appropriateness of such referrals as required.
- 14.) In cooperation with the Supervisor of Community Support Services, ensure active participation in case management supervision to ensure services for children and their families are received at a maximum level from point of referral to termination of services.
- 15.) Establish communication networks with internal and external service providers to ensure services are provided in an integrated approach at the community level.
- 16.) Encourage the active participation of children, youth, parental and whole family units with the use of traditional or conventional community services.
- 17.) Assist in identifying community catalysts and identification of recommended prevention strategies as it pertains to community social welfare and present to the Supervisor of Community Support Services on an on-going basis.
- 18.) Respond and intervene with families in crisis situations that may involve early intervention to prevent child abuse or neglect.
- 19.) Prepare child welfare safety plans with clientele and assist in implementation when required.
- 20.) Complete applicable forms and documentations that will ensure on-going service delivery accountability.
- 21.) Provide on-going support and advocacy for clientele.

**ADMINISTRATIVE:**

- 22.) Abide by all applicable agency policy and procedures. Specifically as it relates to the Community Support Program as it impacts on the responsibilities of this position including the agency's personnel manual.
- 23.) Participate actively and constructively as a team member in all staff and team meetings, annual case file audits, conferences and training sessions as required to ensure continual program development.
- 24.) Ensure the maintenance and safe-keeping of an effective filing system that will include files and documents involving clientele and administrative files.
- 25.) Relate positively and collaborate effectively with agency personnel including other agencies or service providers.
- 26.) Attend and participate in scheduled case conferences.
- 27.) Record and register on a daily basis all service delivery served, # of families served, # of hours of direct service, # of participants including administrative activities (accurate record keeping) and complete monthly service reports to the Supervisor of Community Support Services as required.

- 28.) Forward any and all requests for program financial expenditures, time sheets, mileage claims, leave requests including to the Supervisor of Community Support Services for verification and authorization purposes.
- 29.) Perform other duties as assigned by the Supervisor of Community Support Services.