JOB DESCRIPTION

| **Title** | FAMILY RESOURCE WORKER |
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| **Reports To**  | [INSERT TITLE] |

**Job Purpose**

The Family Resource Worker at [Organization Name] is instrumental in planning, developing, and implementing family well-being education and activities. This role emphasizes engaging community members in health and social programs, enhancing their overall welfare. The worker collaborates closely with other teams, delivering family violence and well-being sessions, advocating for families, and coordinating support programs.

The position also involves assisting the [INSERT TITLE e.g., Director of Operations] with statutory, operational, and advisory duties related to family well-being. This includes adherence to established policies and procedures, contributing to the betterment of community health and social services, and ensuring the well-being of families within the community context.

 **Duties and Responsibilities**

Specifically, this position entails the following (but is not limited to):

* Guide and support children and families, engaging families and communities to enhance family well-being.
* Promote natural family wellness and health through family and community support to prevent family breakdown.
* Leverage existing family and community resources to support family reunification.
* Organize and facilitate case conferences with children, family, community, and relevant stakeholders.
* Develop family support and safety plans in collaboration with families and community representatives.
* Plan, participate in, and coordinate cultural, recreational, and social programs for children and families.
* Connect children and families to community support as outlined in the Family Support and Safety Plans.
* Assist families in accessing natural and community support.
* Facilitate access to traditional healing and ceremonies as per family requests.
* Help families utilize community resources and participate in community activities for family well-being.
* Engage in team meetings, training sessions, and program evaluations.
* Serve as a resource person for family support activities.
* Coordinate and participate in immediate response to crises affecting individuals, families, or communities.
* Handle referrals and requests for service, and conduct interviews as needed.
* Provide crisis intervention and information about other community resources.
* Facilitate referrals to appropriate services and organizations.
* Conduct child protection investigations and assess children's immediate safety.
* Recommend and manage the admission of children to care when necessary.
* Ensure accurate and timely documentation of case information.
* Implement service plans with children and families, managing therapeutic relationships effectively.
* Coordinate court hearing requirements, inform families about court procedures, and appear as a witness.
* Be available for emergency after-hours responsibilities as part of on-call duties.
* Reflect the foundation's vision, mission, and values in work.
* Propose organizational improvements to enhance service quality and develop respectful, cooperative relationships.
* Incorporate cultural values, traditions, and teachings into programs.
* Performing other related duties as assigned.

**Core Competencies**

* Excellent project management and presentation skills.
* Strong teamwork and relationship-building skills.
* Ability to work independently and support teams across the organization.
* Prioritizes confidentiality and adherence to legal requirements.
* Consistent and effective written and verbal communication and interpersonal skills.
* Skilled in making timely financial recommendations and reporting tailored to the listener's understanding.
* Strong financial and business acumen.
* Excellent staff management skills.
* Superior organizational and documentation skills.
* Ability to develop and maintain strong relationships with donors and potential funding sources.
* Demonstrated ethical leadership and accountability.
* Commitment to best practices in governance policies and procedures.
* Dedicated to a thorough, consultative, and transparent decision-making process, always prioritizing the best interests of clients.

**Qualifications**

* Completion of a 2-year social work or related program; preference for a bachelor's degree or equivalent experience in counselling children and families.
* Assessment skills in family dynamics, risk, etc.
* Strong organizational skills and knowledge of basic counselling theory.
* Knowledge of social problems such as addictions, abuse, poverty, unemployment, domestic violence, and barriers for families.
* Ability to build rapport with clients and professionals, and an understanding of professional boundaries.
* Self-care skills, positive regard for clients, and computer proficiency.
* Access to own transportation and a valid driver's license.
* Clearances from relevant criminal and child welfare databases.
* Transferable lived experiences in related fields.

**Working Conditions**

* May involve working in diverse settings, including office environments and community settings.
* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Hours worked outside of the standard work schedule may be required.
* Some travel may be required.
* Extended periods of sitting and exposure to computer screens.
* Interaction with a variety of clients, often in challenging and emotionally charged situations.