



# Employment Opportunity

## Family Well-Being Worker

**Reporting To: Family Well-Being Coordinator**

### **Overview:**

The Family Well-Being Worker will provide a key role in delivering supports for families. This will include working with the Family Well-Being Coordinator to develop and implement culturally appropriate community-based programming, and to support strong, happy and healthy families in Wahta.

### **Key Duties and Responsibilities:**

#### **1) Technical Functions:**

- Collaborate with Family Well-Being Coordinator in preparing and delivering programming to the community pursuant to the Family Well-Being Program (FWBp) (i.e. organizing presentations, workshops, family-based activities, etc.)
- Maintain strict confidentiality and promote an atmosphere in which parents/guardians are provided encouragement and support in meeting the needs of their children.
- Support families in developing partnerships with professionals, which promotes children's learning and development.
- Facilitate family and group culture-based workshops and life skills development
- Actively collaborate with co-workers in other areas of Health and Social Services, based on community need.
- Assist and support the planning and delivery of programming for children in Wahta (i.e. After School Program)

#### **2) Administrative Functions:**

- Collect data for rollup that is comprehensive, accurate and systematic.
- Provide activity reports, time sheets, written reports and other requests as required.
- Complete financial requests for developed programming autonomously, accurately and in a timely fashion
- Provide intake and administration of Ontario Works to clients in a supportive role

#### **3) Communication & Liaison**

- Assist the Family Well-Being Coordinator in preparing annual evaluations of programs.
- Assist in conducting research, compiling data and preparing reports.
- Actively engage with families to share program and support services information
- Develop culturally-relevant communicative and informative resources for the community

#### **4) Other Related Duties:**

- Perform other job-related duties as may reasonably be required by the Family Well-Being Coordinator, Health and Social Services Manager and/or Senior Administrator.

#### **Education and Experience Requirements:**

- University degree or college diploma in a Human Services area of study.
- At least one (1) year of direct experience working with children and families in health and social sectors is preferred
- Experience designing and delivering community-based programs, preferably in a First Nation community.
- ECE Certification is an asset
- Valid CPR/First Aid Training, Safe Food Handling Certificate, WHIMIS are assets

#### **Skills and Knowledge Requirements:**

- Knowledge of Kaniienkeha:ka culture, traditions and teachings is preferred.
- Comprehensive knowledge and understanding of children, young people, families and parenting including the wider context, such as services, legislation, policies and strategies.
- Proficiency with Microsoft Office Suite
- Knowledge of the various types of support services available to families, within the community and beyond
- Well-developed organizational, communicative, interpersonal, time management and analytical skills.
- High level of initiative and self-direction.
- Ability to work in a team environment.
- Must be reliable and dependable, and committed to maintaining confidentiality.
- Non-judgmental and positive approach to all service users.
- Self-awareness of own limiting factors that may impact job performance

#### **Other Requirements:**

- Must be able to work flexible hours when needed for community programming purposes.
- Must have a valid Ontario Class "G" license and access to a vehicle.

**Terms of Employment:**

This is a full-time position beginning immediately. Hourly wage will be based on qualifications and experience.

**Application:**

Please submit a resume and cover letter detailing how you meet the requirements of the position to:

Joanne Contant

joanne.contant@wahtamohawks.ca

P.O. Box 260

Bala, Ontario

P0C 1A0

Phone: (705) 762-2354 ext. 227 Fax: (705) 762-2376

Deadline for applications is **April 4th, 2019 at 4:00 pm**. Late applications will not be accepted.

Only those candidates selected for an interview will be contacted. The successful candidate will be required to provide an acceptable Canadian Police Information Check (CPIC) before commencing work.