

COMMUNITAS - Staff Position Description

SUPPORT STAFF

TITLE: Family Mentoring Support Worker

LOCATION: Campbell River

REPORTS TO: Program Manager

POSITION SUMMARY

This position is responsible to act as a positive liaison with supervisor, administration, families, clients, and government agencies and provide mentoring with the goals as identified in the family plan-specific to the program family.

SPECIFIC DUTIES

- Respond to parents needs as per the service goals and objectives outlined in the MCFD contract
- Mentor parents in life skills, community access, money management, meal management, household management, time management, transportation skills, public services and buildings, social interaction, coping strategies, communication skills, etc.
- Facilitate the establishment of a personal support network
- Maintain communication with Supervisor and as necessary other external agencies
- Complete documentation and maintain files as required by the program
- Attend scheduled meetings and team meetings
- Other duties as required

REQUIREMENTS

- Diploma in a related human/social service field or an equivalent combination of education, training and experience
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Ability to take initiative with creativity and flexibility
- Good judgment and effective problem-solving skills
- Excellent teamwork skills, ability to maintain honest, direct and respectful relationships
- Ability to receive direction as well as being able to work independently without supervision
- Available by cellphone to respond to emergency/crisis situations after hours
- Available and flexible for a variety of days and shifts between the hours of 7:00am - 9:00pm
- Split shifts may be required to meet program family needs
- Excellent written and verbal communication skills
- Food Safe Certificate
- Emergency First Aid/CPR certificate
- Use of personal vehicle may be required
- BC Class 5 driver's license