



**The Children's Aid Society**  
**La Société d'aide à l'enfance**  
**Sudbury & Manitoulin**

**JOB POSTING**  
**BARGAINING UNIT VACANCY**

Classification	Dept/Division/Location	Perm/Temp	FTE
Bilingual Family Support Worker	Family Support Program	Permanent	2

Salary Range: \$55,730- \$66, 001 annually

**JOB FUNCTION**

Under the supervision of the Service Supervisor, the incumbent is responsible for providing intensive and customized services as determined in the Outcome Plan. The Family Support Worker is also responsible for coordinating, facilitating, and managing visits between children and their family members geared to assess and enhance parental skills and capacities. The Family support worker is to provide practical assistance, advocacy for children, caregivers, and families to enhance family functioning, prevent the admission of children to care, and facilitate the earliest possible discharge of children in care.

**QUALIFICATIONS**

**EDUCATION**

- Two (2) year Social Service Worker (SSW) or Child and Youth Worker (CYW) diploma or diploma/degree in the human services filed.

**EXPERIENCE**

- Minimum two (2) years of relevant experience working with children and families preferably in child welfare.

**MAJOR RESPONSIBILITIES**

1. Plan, coordinate, facilitate and support visits.
  - Assess the strengths and challenges in relation to parenting skills.
  - Assist in the development of goals for families participating in the in two (2) types of services offered, Family Engagement and In-Home Support.
  - Develop a plan to meet identified goals with the child, family, internal and external participants.

- Intervene in an effective manner to support relationship development and enhanced parenting skills.
  - Provide feedback on the effectiveness of the type of support plan and identified goals created with the family.
2. Provide assistance and support to children and families to prevent admission to care and facilitate the reintegration of children into families.
    - Inform the assessment of the family's functioning and assist in the development of the Family Plan with the family and relevant workers.
    - Work with parents and caregivers on following through with the Family Plan goals and provide information about child development and group programming to enhance parenting knowledge and skills.
    - Model and coach effective parenting skills and child management techniques (e.g., positive patterns of attachment, infant care, stimulation, home child-proofing, behavioural strategies, positive self-esteem, communication skills, problem solving techniques, etc.).
    - Teach life skills (e.g., budgeting, purchasing, menu planning and food preparation, cleaning, household maintenance, etc.).
    - Provide crisis management services where required.
    - Support the reintegration of children in their families and recommend episodic financial assistance for families.
    - Actively assess families for the presence of any power imbalances within a home paying particular attention to indicators of possible Intimate Partner Violence.
    - Co-create with caregivers, detailed safety plans outlining possible supports for family members impacted by violence.
  3. Organize visiting schedules, book facilities on or off site and arrange transportation for children to and from access.
  4. Ensure that the physical access location is clean, comfortable, and equipped with age-appropriate toys and games.
  5. Clarify the roles and responsibilities of each person participating in visits and coach family members regarding what is expected of them during visits.
  6. Develop and implement safety plans where necessary.
  7. Communicate information to relevant individuals regarding family progress, changes, and/or case updates and report any information that may impact on the safety and well-being of children.
  8. Provide information and facilitate the positive engagement of children, caregivers, and families regarding how to access various community services.
  9. Establish and maintain a professional and collaborative liaison with community service providers and stakeholders.
  10. Advocate with service providers and other professionals with respect to understanding and meeting the needs of children and families in receipt of services.

11. Advise children and families of the Agency's complaint process and report service-related concerns.
12. Observe and record details of all contacts with children, families and service providers and write reports (i.e., Family Plan and Closing Summary).
13. Complete all documentation required and input necessary information in CPIN within Ministry standards and Agency timeframes (i.e., contact logs, recording documents)
14. Write affidavits and other court-related documentation and testify in court when required.
15. Testify in court when required.
16. Provide orientation, information sessions, and training on the Family Support Program model.
17. Research and develop new strategies in providing parenting education.
18. Participate in case conferences and the evaluation of the Family Support Program.
19. Perform other related duties as required.

## REQUIREMENTS

- Demonstrated advanced verbal and written communication skills in both English and French, including the ability to develop concise and thorough reports is required;
- Knowledge of relevant legislation, regulations, and Ministry standards (e.g., the Child, Youth and Family Services Act);
- Good understanding of the agency's values, service philosophy and objectives.
- Demonstrated knowledge of Intersectionality, cultural competency and clinical practice within an anti-oppression framework;
- Clinical knowledge of child maltreatment, child development, attachment and separation, and family dynamics;
- Demonstrated clinical counseling skills to provide assessment, engagement and support services to families and children;
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships;
- Knowledge of evidence informed practice;
- Knowledge of adult learning principles and skill in providing group programming and training;
- Familiarity with community resources;
- Demonstrated ability to work effectively both independently and within a team;
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills;
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of community resources and stakeholders;
- Ability to maintain the appropriate safeguards for the confidentiality of Agency and client information;
- Knowledge and proficient competence of computer software (e.g., Microsoft Office (Excel, Word), CPIN);
- Possess and maintain a valid Class "G" Driver's License and personal insurance coverage with access to a reliable vehicle;
- Provide a negative Criminal Records Check inclusive of a Vulnerable Sector Screen.

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Interested applicants must submit an updated resume directly to:

Human Resources  
Jordan.Jackson@casdsm.on.ca