

Skookum Jim Friendship Centre
Job Description

Youth Diversion Program

Family Support Worker

Position Summary:

This is a term part time position responsible for working with youth Diversion program participants and providing ongoing support to youth and their families; teaching positive parenting skills; developing case plans; making referrals to other service agencies; participating in program workshops and follow-up; crisis intervention; maintain case files; and submitting reports as required. The Family Support Worker will also be responsible to make regular visits to participant's home to provide information and keep updated on the youth's progress. In addition, the Family Support Worker will attend the youth diversion panel and court meetings as required of the position.

Reporting Responsibilities:

The Family Support Worker reports directly to the Diversion Coordinator or in the absence of a Coordinator to the Executive Director.

Classification:

.75 PY Permanent Part-Time

Level 5, \$41,540 per annum (Based on working 37.5 hours per week)

Duties:

1. Work with Diversion program participants

- Teach positive parenting, healthy socialization and developmental skills through workshops and role modeling.
- Conduct regular visits to participant's home
- Develop participant's case plans
- Develop participant's goals according to youth and family needs
- Assist Diversion Supervisor and/or other Diversion program staff with participant intake assessments
- Keep all youth files and Diversion Supervisor updated

2. Provide ongoing support to youth and their families

- Provide direct ongoing support to youth and their families to enhance skills identified through the program workshops and case plans as needed
- Provide direct ongoing support to youth and their families regarding day to day lifestyle choices and parenting issues

3. Make referrals to other service agencies

- Refer youth and their families to other community resources for further support, when necessary
- Provide referrals for treatment to appropriate agencies with assistance of Diversion program Supervisor

4. Participate in program workshops and follow-up

- Participate in program workshops and assist Diversion program Supervisor with Family Group Conferences with participants as required
- Follow up on recommendations from workshops and Family Group Conferences as required.

5. Crisis Intervention

- Provide crisis intervention services, ie. Alcohol and drug abuse, family violence, sexual abuse, suicide, grief and other issues pertaining to family dysfunctions
- Assist in participant's aftercare follow-up program

6. Reports

- Maintain case files and submit detailed monthly reports of activities to the Diversion program Supervisor as per Contribution Agreements.

7. Administrative Duties:

- Keep accurate logs of all statistical information required for program reporting
- Prepare, setup and deliver programming activities for Diversion youth
- Provide input as required to the Director of Finance in preparing an annual budget for the Diversion program
- Purchase supplies as required and within the program budget
- Prepare cheque requisitions for payment for the Diversion program
- Assist in program reporting to funding agencies and SJFC Board or Directors as required
- Maintain and secure program files
- Attend youth Diversion panel and court meetings as required
- Attend SJFC program meetings as required

8. Professional Mannerism

- Maintain a professional, consistent and open communicative working relationship with the Diversion program Supervisor
- Maintain direct personal contacts with:
 - SJFC staff and programs
 - CYFN Justice Program
 - Youth Probation
 - RCMP
 - Federal and Territorial Justice
 - Social Service agencies
 - Affiliated youth program agencies
 - Health Canada Tobacco Cessation Representative
 - Women's Directorate project representative
 - Others as required

Employee's Statement:

I have been given the opportunity to comment on this job description:

Employee's signature

Date

Supervisor's Statement:

This job description accurately describes the activities and demands of this position:

Supervisor's signature

Date

Authorization:

Personnel Committee signature

Date

Statement of Qualifications

Qualifications:

Education:

- Post Secondary education in Family Support Work and/or equivalent working experience
- Minimum 2 years Work experience
- Must have computer skills in word processing, internet and e-mail

Official Language:

- English language is essential

Knowledge:

- Knowledge of First Nations cultural traditions and values, and history
- Knowledge of traditional parenting and/or other parenting skills training
- Knowledge of social, residential school syndrome, family and human behavior
- knowledge or awareness of tobacco cessation
- knowledge of anti violence and its impact on Aboriginal women in the Yukon Territory.

Abilities and Skills:

- Ability to write detailed chronological activity reports and summaries
- Ability to identify, assess and defuse crisis situations with emotional high-risk youth as well as the participant's family members
- Have interview and assessment skills

Personal Suitability:

- Must be able to work under minimal supervision, as well as, be a team player in with other programs within the City of Whitehorse
- Ability to communicate with the Yukon communities
- Must have excellent interpersonal and communication skills both verbally and written.
- Open minded with a desire for personal development and growth

Conditions of Employment:

- Required to have a criminal records check
- Must have a valid Yukon Driver's License
- Be willing to work afternoons, evenings and occasional weekends (camps).
- Have a dependable and operational vehicle