

POSTING

Family Enhancement Program Coordinator

Permanent Full-Time (35 hours per week)

Family Enhancement Program (FEP)

The Family Enhancement Program (FEP) increases the parenting capacity of Ministry of Children and Family Development (MCFD) referred families, decreasing the potential of their children entering the care of the Ministry. Services and supports are required to promote family well-being and support family transitions, including reunifications. This will be addressed by assisting parents and caregivers in finding ways to meet the physical, emotional and developmental needs of their children to enhance safety and well-being.

Working in collaboration with Program Manager, clinical counsellors, and the outreach counsellors the FEP Coordinator will schedule, prepare, assets and facilitate healthy, positive, child-centric, and age-appropriate interactions with child and their biological parents and/or family with the goal of family preservation and/or reunification.

Services are provided in the family's home, in office, or in other community settings.

The ability to communicate in a second language will be considered an asset.

KEY DUTIES AND RESPONSIBILITIES

- Receive referrals, liaise and work collaboratively with Family Enhancement Program (FEP) counsellors to coordinate, arrange and facilitate access visits.
- Contact the biological family, caregivers and Social Workers regarding supportive visitation.
- Assess the needs and requirements for visitation and determine location, time, travel arrangements, resources required, safety protocols and other relevant details to arrange visits.
- Maintain a schedule, conduct, document, assess and report on supportive visitation coordinated for the Family Enhancement Program.
- Cover for FEP staff if/when required to ensure that supportive visitation is not cancelled.
- Plan, carry out and evaluate developmentally appropriate activities and experiences for children by modelling, observing, questioning, demonstrating and reinforcing techniques.
- Identifies the abilities, interests, and needs of children and families to develop individualized and/or group activities for visits.
- Providing emotional support, advocacy, and practical information on parenting, which may include life-skills training, parenting skills, child development, family communication, stress management, interpersonal skills, family functioning, household management, and/or effects and issues for families related to intimate partner violence.
- Attends to children's physical needs that include bathing, diapering, eating and sleeping if and when necessary.
- Educates parents about children's growth, development, needs, and accomplishments.
- Collaborates with visiting parents in the development of programming and activities for children and families.
- Addresses any unusual or problematic issues that impact the well-being of their child(ren) and family during visitation.
- Maintains the Supportive Visitation space (visit rooms, group area) with age-appropriate resources, toys, and games, ensuring the space is appropriately clean and organized.
- Participates in regular planning meetings and case reviews the FEP team.

NOTE: Applicants not selected for an interview will not necessarily be notified.

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- Maintains confidentiality of all clients of OCS.
- Builds and maintains positive working relationships with fellow staff, volunteers, clients and other professionals and agencies.
- Work from an attachment-based, trauma-informed, solution-focused and strength-based perspective utilizing evidence-based tools in the outreach counselling work.
- Maintain an up to date knowledge of community resources and provide appropriate referrals to clients to meet their needs.
- Increase informal and natural support networks and community connectedness.
- Arrange for extended family member involvement if appropriate.
- There is a six (6) month probationary period before staff become permanent employees.

QUALIFICATIONS

Education, Training, and Experience:

- Certificate or Diploma in Social Services or a related field, and two years paid or volunteer experience in working with children and families.
- Early Childhood Education (ECE) Certificate/Diploma an asset.
- Infant/Toddler Certificate/Diploma an asset.
- Current CPI and First Aid certificates.
- Valid Class 5 Driver's License and access to an appropriately insured personal vehicle for work purposes.
- Broad knowledge of family-systems, trauma-informed practice, attachment theory, behaviour management theory, child/family development, grief and loss, substance use, and mental health issues.

Job Skills and Abilities:

- Positive, professional, non-judgmental attitude.
- Ability to work independently and as a member of a professional dynamic team.
- Required to conduct oneself in a professional manner, upholding the ethical standards of OCS.
- High degree of flexibility.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Ability to reflect on and improve professional skills.
- Crisis Line experience is an asset.

* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position]

CLOSING DATE:

Resumes will be reviewed starting July 1, 2020 but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Arjan Manhas, Senior Program Manager
Options Community Services Society

Email: arjan.manhas@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21567] and outlining your qualifications and related experience for the position.

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