

We're Hiring!



FAMILY ENHANCEMENT PROGRAM COORDINATOR

Posting Requisition	22164	Program	<i>Family Enhancement Program</i>
Job Type	<i>Temporary, Full time until February 29, 2024</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open until filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

The Family Enhancement Program (FEP) Coordinator has primary oversight of Options facilities used to conduct FEP Supportive Visitation. The FEP Coordinator works collaboratively with the FEP team to help coordinate, schedule, prepare, facilitate and maintain health and safety protocols and program practices of supportive visitation. Other duties may include but not limited to providing administrative supportive to the FEP management team.

ACCOUNTABILITIES

- Adheres to the policies and standards of Options Community Services (OCS) as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Receive referrals, liaise and work collaboratively with Family Enhancement Program Counsellors, Clinical Counsellors, and Management to coordinate, arrange and facilitate Supportive Visitation.
- Maintain a schedule and coordinates supportive visitation at Options facilities.
- Covers for FEP staff if/when required to ensure that supportive visitations are not cancelled.
- Overseeing personal caseload and conducting visits on-site, in the community and in-home (if required).
- Developing and maintaining healthy working relationships with our Funder/MCFD, Community Partners, other Options programs and staff where FEP supportive visitation is being conducted.
- Maintain Health and Safety protocols and program practice at Options facilities.
- Facilitate, assess, and report on client goals as they relate to supportive visitation.
- Contact the biological family, caregivers and Social Workers regarding supportive visitation.
- Arrange for Safety Planning for supportive visitation as required.
- 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.
- Attends to children's mental, emotional and physical needs that may include holding, comforting, soothing, diapering, and feeding, sleeping and other actions if/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.
- Recommends referrals or additional services for children and families.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-Oct-05

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- Participates in regular planning meetings (ICM, FCPC) and case reviews for family receiving FEP supportive visitation service.
- Promotes the program(s), goals, and philosophy of OCS.
- Maintains confidentiality of all clients of OCS.
- Builds and maintains positive working relationships with fellow staff, volunteers, clients and other professionals and agencies.
- Maintains professional growth and keeps up to date on trends related to parenting, attachment, and child development and other the responsibilities of the position.

QUALIFICATIONS

Education, Training, and Experience:

- Certificate, Diploma, or Bachelor of Arts in Social Services or a related field, and/or combination of a minimum two years paid or volunteer experience in working with children and families.
- Early Childhood Education (ECE) and/or Child & Youth Care Certificate/diploma an asset.
- Infant/Toddler Certificate/Diploma an asset.
- Current CPI and First Aid certificates is preferred.

Skills and Abilities:

- Knowledge of Attachment Parenting and Trauma-informed intervention.
- Training in conflict resolution, child protection, mediation and negotiation.
- Access to a personal vehicle, possession of a valid Driver's License (Class 5 or above) and appropriate insurance coverage as per agency policy.
- Excellent verbal and written communication skills.
- Ability to present clearly and objectively in court if necessary.
- Proficient word processing skills (Microsoft Office).
- Has no relevant criminal history. Verified good character and sufficient reference history will be assessed to satisfy this requirement.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

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PLEASE APPLY TO:

Elysa Philip, Program Manager

Options Community Services Society

Email: elysa.recruit@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22164] and outlining your qualifications and related experience for the position.