**Nelson Community Services**

**JOB DESCRIPTION**

**JOB TITLE:** **FAMILY PRESERVATION WORKER**

**Reports to:** Program Director

**Classification:** Family Support Worker

**Grid Level:** 12 JJEP

**Effective Date:** January 2024

**Last Updated:** January 2024

**Union:** BCGEU

**Job Summary:** The incumbent in this position gathers information on and assesses family functioning problems. Develops and implements intervention plans within program guidelines. Provides referrals, support, guidance and problem solving to clients to address issues related to family functioning. Provides parenting skill building, emotional support and feedback to clients. Provides supervision for family visits.

**Duties and Responsibilities:**

1. Gathers information relevant to the client’s problems, needs and risks by interviewing, observing behaviour, meeting with caregivers and service providers and using a variety of inventories, checklists and questionnaires. Assesses the information gathered to identify client problems, needs and risks. Develops and implements an intervention plan within the program guidelines.
2. Provides support, guidance and problem-solving to clients to address issues related to family functioning in an individual and group setting using techniques such as active listening, conflict resolution, basic group counselling techniques and psycho-educational group methods to resolve the identified problems, needs and risks.
3. Participates in the development, modification and evaluation of client service plans with the integrated case management team. Participates in integrated case management meetings on a regular basis to report clients’ activities and progress.
4. Outlines services provided by the program and/or organization. Provides information on and referral to other community service providers, resources and professionals as required.
5. Provides parenting skill building to clients on issues such as parent-child interactions, child development, discipline and guidance, and behaviour management.
6. Provides emotional support and feedback to clients.
7. Plans and conducts group educational sessions on topics related to family functioning.
8. Liaises with and/or promotes the interests of clients with other community service providers, professionals and school personnel as required. Accompanies clients to meetings and appointments as required.
9. Provides supervised family visits in cases where the child does not currently reside with the parent(s); may include transportation of children to and from family visits as well as determining best location. Provides parent with parent coaching and modeling during each family visit; supports the child’s transitions; and ensures physical and emotional safety of all participants during each family visit.
10. Maintains related records, reports, and statistics according to Agency and Ministry policies, standards, and guidelines and provides reports to Program Director.
11. Compiles and submits program data and outcome reports as required by funders and the Agency.
12. Attends regular supervision with the Program Director, including an annual performance review and development of a training plan; attends Agency staff meetings.
13. Participates in professional development and training relevant to this program area.
14. Performs other related duties as required.

**Qualifications:**

**Education:**

Bachelor’s degree in a related human services/ social services field.

**Experience:**

Minimum of one (1) years’ recent related experience.

Or an equivalent combination of education, training and experience.

**Additional Skills:**

1. Proven knowledge, skills and experience in supporting families.
2. Working knowledge of the impacts of child abuse and neglect, mental health and addictions, and family violence.
3. Competent in working with people from diverse cultural backgrounds.
4. Well-developed interpersonal, oral and written communication skills.
5. Ability to work cooperatively and collaboratively with co-workers, other community professionals, and the broader community.
6. Good organization, time, and general work management skills; an ability to work well independently and in a team environment.

**Other Information:**

1. Must support the child protection mandate of the Ministry in carrying out duties.
2. Must be willing to work flexible hours to meet the needs of families, including traveling to communities surrounding Nelson.
3. Must hold a valid First Aid Certificate.
4. Must hold a valid BC Class V Driver’s License and have access to a reliable, safe, well-maintained, clean vehicle with appropriate insurance.
5. Must carry a cell phone, programmed with emergency numbers, at all times.