



**York Region Children's Aid Society**  
P.O. Box 358  
Newmarket, ON L3Y 4X7  
Fax# 905-895-9517 or email: [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org)

**POSTING #137**

November 18, 2015

Applications are now invited for the position of:

**Family Visit Support Coach – Daytime, Evenings & Weekends**  
**Casual**  
**All Offices – Newmarket, Richmond Hill & Vaughan**

**NATURE OF POSITION**

**DIRECT SERVICE TO FAMILIES AND CHILDREN:**

- Supervise and monitor visits of children and families at CAS offices and other designated areas e.g. shopping malls, client homes, recreation centres
- Assist children and parents in meeting at start of visits and separating at end of visits
- Meet with parents prior to the visit and after the visit to plan family visit activities, debrief, and provide feedback
- Provide role modeling and support to both parents and children to facilitate successful interactions in visits which may include hands on teaching of child care, infant care, developmental milestones
- Identify and intervene to address/respond to any safety concerns occurring in family visits
- Assist parents in selecting age appropriate toys or activities
- Liaise with and maintain effective professional working relationships with parents
- Facilitate clinically managed access and provide assessment of the progress
- Provide direct care to children whose visits are delayed, cancelled, or terminated before the return drive
- Transport children to and from family visits as required

**MAINTAIN FAMILY VISIT CENTRE:**

- Ensure family visit space is clean prior to and after each family visit
- Tidy/clean family visit space as required (i.e. wipe down toys, surface areas, toys put away in activity cupboard)
- Ensure family visit centre has appropriate toys/activities

**COMMUNICATION:**

- Attend court to testify and/or swear out affidavits with respect to involvement with family
- Report verbally to Program Supervisor and Service Team any issues which arise from visits including disclosure and/or signs of child protection concerns
- Participate in family visit transfer meeting with family and protection worker
- Support and work in conjunction with Service Team's overall case plan
- Provide consultation regarding family visits to departments
- Participate in case conferences and planning meetings
- Liaise with and maintain effective professional working relationships with community collaterals
- Liaise with and maintain effective professional working relationships with resource parents

**DOCUMENTATION:**

- Complete written contemporaneous notes of all dialogue and interactions occurring during family visits

- Develop and complete a Visitation Plan for each child having family visits
- Develop and complete a summary report of the family's progress in family visits

**ADMINISTRATIVE:**

- Provide back-up coverage for team members
- Participate in supervision
- Participate in team and staff meetings
- Complete time sheets/mileage
- Complete any other administrative requirements
- Attend and incorporate training into service delivery
- Incorporate and utilize policies and procedures in daily activities

**REQUIRED KNOWLEDGE**

- Excellent verbal communication skills in order to interact with clients, all levels of Society staff and management and community professionals
- Good organizational and coordination skills to respond to fluctuating workloads, respond immediately to crisis, and prioritize effectively
- Good written communication skills in order to document information in a clear, concise and accurate manner
- Refer to the approved job description for details of job duties and responsibilities

**REQUIRED EDUCATION AND QUALIFICATIONS**

- CYW and a minimum of two (2) years relevant experience providing service to children and/or families OR
- SSW and a minimum of two (2) years relevant experience providing service to children and/or families OR
- ECE and a minimum of two (2) years relevant experience providing service to children and/or families OR
- Educational equivalency and five (5) years relevant experience providing service to children and/or families
- Candidates must be flexible in availability

**PAY GRADE: 5**                      \$27.94 - \$34.65 hourly

**HOURS OF WORK:**                      Varying Hours per Week

Members of the Bargaining Unit or the Non Bargaining Unit are welcome to apply for this position and should do so in writing to the Director of Human Resources, no later than 5:00 p.m. November 26, 2015. Please quote posting no. 137.

(The agency will follow the procedures outlined in Article 16 – Job Posting, of the Collective Agreement.)