



The Family and Children's Services of Frontenac, Lennox and Addington is a progressive child welfare agency that is committed to partnering with communities to provide professional child protection services. We offer an innovative and positive work environment that values continuous learning and staff development.

FAMILY SUPPORT WORKER

Temporary Part Time Opportunity, Unionized – 28 hours/week – 11-month Contract

OFFICE LOCATION: 817 Division Street, Kingston ON

POSITION AVAILABLE: Immediately until April 2017

The Family Support Worker is responsible for identifying and advocating service needs for children with a developmental and/or physical disability. They provide counseling and support to the client and to his/her family to encourage development and social adaptation. They are responsible for completing forms, applications and coordinating appointments for parents and children. They are involved with providing co-ordination of service by maintaining contact with service providers and attending and chairing case conferences. They are also responsible for maintaining up-to-date case notes and records.

HOURS OF WORK: 8:30 a.m. to 4:30 p.m., however, flexibility is required in order to meet operational needs.

REQUIRED QUALIFICATIONS:

- Undergraduate degree in Humanities
- Experience working within the developmental services sector
- Knowledge of the Child and Family Services Act and Ministry of Children and Youth Services' standards
- Demonstrated skills in family and individual counseling
- Ability to work effectively as a member of a team
- Excellent organizational and writing skills
- Proficiency in a Windows environment using Microsoft Office Suite and Windows Explorer
- Familiarity with other software such as e-mail programs, case recording software
- Possess a valid driver's license with access to a vehicle
- Flexible hours of work are required outside of regular scheduled business hours
- Bilingualism (fluency in French and English) is an asset

Interested applicants are invited to respond in writing by Sunday, May 29, 2016 to:

Human Resources

Family and Children's Services of Frontenac, Lennox and Addington

817 Division Street

Kingston, ON K7K 4C2

or by fax to 613-542-4428 or by email to hr@facsfla.ca

For further information, please visit our website at: www.facsfla.ca . We thank all applicants, however only those to be interviewed will be contacted.

Family and Children's Services of Frontenac, Lennox and Addington is committed to providing accommodations for persons with disabilities. If you require accommodation during the interview process, please inform Human Resources and we will work with you to meet your needs.