



York Region Children's Aid Society
16915 Leslie Street
Newmarket, ON L3Y 9A1
human.resources@yorkcas.org

2018-71

December 28, 2018

Applications are now invited for the position of:

**(3) Family Visit Support Coach – Weekday Evenings, 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
- Bilingualism in French would be considered an asset.
- 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 \$30.12 - \$37.35 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 human.resources@yorkcas.org, no later than 5:00 p.m. January 11, 2019.

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