

Position:	Lifebooks Writer	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-1920-60	Positions:	1
Employment Type:	Full-time Temporary	Location:	Kingston, ON
Date Posted:	March 14, 2020	Closing Date:	March 31, 2020

Tasks and Responsibilities

Student would assist Children's Services staff in the gathering of necessary information and completion of Life Books for children in care. Priority will be given to those children moving on to permanency placements. Supervision would be scheduled bi-weekly to provide support and feedback, as well as ad hoc as needed. Student studying in the area of social work, CYW, behavioural sciences, etc., would be good candidates. Strong writing skills and the ability to organize information are required. The position should not be seen as the creativity of scrap booking, but more the ability to capture a child's social history and provide in a format that is clear, child friendly, and accurate. A vehicle is not required. Ability to work as a member of a team and to integrate feedback and suggestions.

Requirements

- Ability to work in a team environment
- Excellent organization, planning and writing skills
- Excellent communication and problem solving skills
- Ability to effectively respond to crisis situations to ensure child safety
- Proficiency in Windows environment using Microsoft Office Suite
- Flexible hours of work may be required
- Criminal Reference Check
- Knowledge of the Child, Youth and Family Services Act and Ministry standards and guidelines
- Due to Agency/subsidy requirements, must be between the ages of 18 - 30
- Proficiency in English and French would be considered an asset

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number (FACSFLA-1920-60) and title of position you wish to apply for, to: hr@facsfla.ca Interested and qualified applicants are invited to apply in writing by March 31, 2020
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca

NOTE: We are a scent-free workplace.