



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Family Access Visit Worker & Drive Coordinator

Classification: Regular Fulltime  
Rate: \$40,032 - \$65,292

Location: 30 College St.

**NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.**

### Position Summary

Under the direction of the Supervisor of Family Supports, the Family Access Visit Worker & Drive Coordinator will:

- Work on a dynamic, strength based team that is focused on developing and enhancing parent-child relationship.
- Coordinate and schedule access visits for children in care of the society and their parent(s) and identified family and community members.
- Coordinate and schedule drives via the Children's Transportation Centre.
- Coordinate Outside Paid Resource drives via OPR designate.
- Coordinate and schedule NCFST Volunteer Drives.
- Coordinate case assignments to access workers.
- Handle access related crises and reports back to appropriate staff.
- Work directly with NCFST clients.
- Select and screen applicants for the volunteer drive program.
- Obtain a clear understanding of particular cases, including the risk/protection concerns.
- Supervise, monitor, and assess visits of children and their families at the Native Child and Family Services of Toronto facility, the client's home and/or the community.(On a as needed basis)
- Maintain objective approach each access visit, as to maintain an unbiased opinion.
- Remain conscious of issues that might influence the family dynamics.
- Provide guidance and education to parents in planning and setting goals for their visit.
- Provide parents and staff with ongoing 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 feeding and developmental milestones.
- Assist parents in selecting age-appropriate toys or activities, where needed.
- Intervene with child and parents when their interactions are inappropriate.
- Provide safety/protection to child if necessary
- Complete clear and concise observation notes and detailed reports, documenting parent-child interactions and conversations.
- Provide ongoing communication to the Family Service Worker, Children Service Worker and Supervisor, Family and Therapeutic Access Program surrounding issues and strengths relating to the access visits and well-being of the child.
- Complete administrative requirements in accordance with the Family Access Program Manual.
- Attend training regularly as provided by the agency.
- Perform other related duties as required.

## What we are looking for

- Post-secondary education at the community college level in Early Childhood Education, Social Service Work, Child and Youth Work or related field.
- Alternatively, an equivalent combination of education and experience will be considered.
- 2 years related experience would be an asset.
- Pass a vulnerable sector police records check.
- Knowledge of the developmental stages of children.
- Knowledge of the child protection processes and responsibilities.
- High literacy in Aboriginal Cultures, Urban Aboriginal issues, and understand the unique dynamics that exist within the First Nations, Inuit, and Métis cultures.
- Awareness of the impact of issues such as mental health, domestic violence and substance abuse on parenting.
- Excellent written/verbal communication, organizational and time management skills.
- Computer skills (Word, Excel, Outlook).
- Ability to work independently with flexible hours, including weekends.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

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If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before **October 19, 2021**

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

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