



## **Piikani Child and Family Services Prevention**

Position Description: **Family Support Specialist**

### **SUMMARY:**

The Piikani Child & Family Services Family Support Specialist plays a vital role in preventing children from entering the child protection system by providing immediate and ongoing support to families in crisis. This position works within Piikani Child and Family Services Prevention office, collaborating with families, community agencies, and other relevant programs to address risk factors and strengthen family stability. The position requires crisis response and family coaching to respond to families at risk and provide training and support to parents.

### **WORKING CONDITIONS:**

This is a full-time, one-year contract position with the possibility of an extension based on performance evaluation and funding availability. Hours of work will be 8am-4pm Monday through Friday. After-hours, evenings, and weekends may be required. This job will work mainly from our Brocket office, some travelling will be required. The hourly wage will be \$30. A benefits package will be provided after a successful probation period.

### **DUTIES:**

- Perform Prevention staff duties according to PCFS policies and procedures in a highly confidential and professional manner
- Develop and implement crisis management plans to ensure family stability
- Advocate for families within social services, legal systems, and community programs
- Support families in accessing housing, financial aid, healthcare, community agencies, and counselling
- Assist families in accessing and creating/establishing their family support network
- Educate families on coping mechanisms, financial management, self-care practices, and healthy relationships
- Develop preventative and supportive in-home services/programs geared to help families reach their maximum potential of healthy functioning through the promotion of child development, parenting, safety planning, healthy relationships, healthy living, self-esteem building, self-care, healing from grief & loss, and other issues facing families
- Work with parents and maintain 1:1 support, mentoring, and training for clients and their families in the home
- Conduct quality home visits
- Collect and enter data to track client successes
- Complete appropriate paperwork for program reporting and interoffice communication

- Coordinate, schedule and attend case conferences and appointments with community providers involved with the client, maintain regular contact with the client's network of service providers
- Assist parents in increasing their problem-solving abilities and establishing community support systems for themselves and their children.
- To develop services & supports in the area of Parent Support
- Increase parenting and children's resources for client households
- Establish and maintain professional, confidential communication with client and their families and community agencies involved in children's development.
- Assist clients in setting goals based on their individual needs assessments, identify steps to achieve their goals, and monitor progress.
- Providing emotional support to clients in distress.
- Assessing the immediate safety of the client and their environment.
- Identifying clients' needs and developing action plans to address them.
- Ability to implement the Blackfoot culture into programming
- Participate in required training.
- Must be able to prepare all aspects of a work plan.
- Other duties as assigned

#### **REQUIREMENTS:**

- Early Childhood Education Diploma or equivalent (Human Services Diploma/Certificate), other education, training, and experience will be considered
- Must have an understanding of community resources in Piikani and surrounding areas
- Blackfoot language and culture knowledge is preferred
- Two years experience in the human services field
- Knowledge of resources in early childhood and parenting programs is desired
- Criminal Record Check and Intervention Services Information System
- Excellent organizational and time management skills
- Must be able to work evenings and weekends
- Expected to maintain strict confidentiality
- Practical communication skills, both written and verbal. Perform other duties as assigned
- Current CPR, Infant CPR, and First Aid Certification.
- Must have a valid Driver's License with Driver's Abstract (Preferably class 4)
- Display kindness, compassion and empathy to families