**Family Support Worker**

Team members are responsible for the organization and facilitation of the programs and services offered at the Tupper Street Family Resource Centre. All team members are supervised by the Executive Director of the Tupper Street Family Resource Centre.

**Qualifications:**

**Education and Experience:**

* + - * Grade 12 or equivalent. Child Care Assistant or Early Childhood Education qualifications would be considered and asset.
      * Experience working with community members of diverse cultural backgrounds
      * Experience working in a community-based setting
      * Experience in the development, organization and facilitation of groups/programs for individuals and families
      * Knowledge of child protection issues relating to identifying and reporting in accordance with the Child and Family Services Act

**Skills and Abilities:**

* + - * Strong written and verbal communication skills
      * Ability to work independently and as a team member
* Ability to follow direction and make decisions within the parameters of the job
* Ability to work flexibly in a high stress environment, adapting to the needs of the group/individual
* Ability to deal with crisis situations in an appropriate manner
* Non-judgemental and accepting attitude
* Strong level of self awareness
  + - * Knowledge of the resources available in Portage la Prairie and the surrounding area
* Strong organizational, planning, and time management skills
  + - * Demonstrated belief in the value of community involvement and development
      * Ability to maintain high levels of confidentiality

**Additional Requirements:**

* Valid Manitoba class 5 drivers license and access to a safe vehicle - (Preference not a requirement)
* Ability to work flexible hours including some evenings
* Satisfactory Criminal Record Check and Child Abuse Registry Check
* Basic computer and administration skills

**Duties and Responsibilities:**

**Support to Individuals and Families:**

* To provide support to families/individuals through in person support, group programming, community support, home visits, or phone support
* To model appropriate interactions with children
* To refer families to appropriate resources within the community, when appropriate assist client in accessing resource and follow up to ensure needs were met
* To encourage healthy family functioning and positive change while empowering families to build on their existing strengths and resources and act as their own advocates

**Group Facilitation:**

* Work with the Program Coordinator to plan and co-facilitate 6-8 week parenting groups on site and within the community
* Work with the Program Coordinator to plan and co-facilitate workshops and/or groups on various topics of interest to families, such as (but not limited to) anger, self esteem, effective communication, parent/adolescent conflict, and healthy relationships
* Work with the Program Coordinator to plan co-facilitate parent child play groups, nutrition groups, drop ins, and special events
* To assist parents in building an informal support network with other parents in groups

**Other Duties as assigned by the Executive Director**