



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** FAMILY SUPPORT WORKER  
**DEPARTMENT:** COMMUNITY SERVICES  
**SUPERVISOR:** COMMUNITY SERVICES MANAGER  
**TERMS:** Full-Time (Externally Funded)  
**Reference #:** 2020 – 030

### **PURPOSE OF POSITION:**

The purpose of this position is to assist TteS children and families (clients) to create a safe, healthy, and caring environment free of neglect, abuse and exploitation. This position is responsible for providing consultative social work services of a general nature to clients and families to enhance the life of the TteS members.

### **DUTIES AND RESPONSIBILITIES:**

- **Works closely with families to assess needs and provide services as appropriate and in accordance with the approved practices, policies, standards, and guidelines. (85%)**
- Refer TteS children, youth and families to services, and assist them with access to those services.
- Provide information to TteS client youth and families regarding child development, parenting skills, effects of drugs and alcohol on personal health and family functioning, suicide prevention, employment, education, culture and community.
- Work jointly with SCFS regarding children who may be in need of protection.
- Share information and make recommendations jointly with the MCFD social workers regarding child protection concerns, including information from the child, his/her family and the community.
- Identify and facilitate arrangements for children to stay in “safe places” during a child protection care emergency.
- Provide comprehensive and complete information to children’s families and community about court proceedings and career plans.
- Act on assigned responsibilities as directed by the Community Services Manager, such as participating in child abuse investigations and contract reporting requirements.

- Develops a comprehensive understanding of each client family's case history, and progress, building rapport needed to facilitate trust and family engagement.
- Works closely with Child & Family Service agencies to ensure that a child's plan of care's need for family, community and culture are represented in the child's plan of care.
- Maintains ethics and confidentiality requirements as outlined in the SCFS Policy and the MCFD contract.
- Keeps Community Services Manager regularly apprised of child abuse investigations, emergencies, family plans and client progress.
- Seeks authorization for documentation to any outside agency, organization, or individual as required.
- Develops and maintains detailed, current, confidential client files.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
  
- **Meets and liaises with external agencies and committees as necessary to ensure exceptional client service. (10%)**
- Meets/communicates with staff from SCFS a minimum of once per week about TtsS family clients.
- Attends various committee meetings and conferences.
- Completes documents for various outside agencies, organizations, or individuals as required.
- Works in conjunction with other agencies to ensure appropriate care, services, and communication.
  
- **5% Other related duties as necessary.**
- Assists with the various departmental social functions such as picnics, parties at the direction of the Community Services Manager.

## **QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

### **Professional Certification, Education and Experience**

Completion of Bachelors Degree in Social Work or Child and Youth Care and 2 years related experience or an equivalent combination of education and experience.

Must have a current valid Class 5 Driver's License and own reliable vehicle.

Must pass a Child Care Criminal Record Check.

### **Skills and Abilities**

- Good communication skills.
- Ability to evaluate and monitor client progress.
- Ability to develop and maintain detailed, current, confidential client files.
- Strong organizational and planning skills.
- Strong problem-solving techniques.
- Ability to take initiative.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is July 17, 2020 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/job-application-form/>, by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**