

## **FAMILY SUPPORT WORKER**

Métis Capital Housing Corporation is seeking enthusiastic and friendly Casual Family Support Workers for the Family Reunification Program. Do you enjoy working with families and working afternoons or evenings shifts?

Métis Capital Housing Corporation is responsible for the administration and operation of a 10-unit family reunification complex in North East Edmonton.

### **DESCRIPTION OF DUTIES**

The Family Support Worker is a representative of the Family Reunification Program & Métis Capital Housing Corporation (MCHC), Edmonton Branch Team. Reporting to and working closely with the Manager and Director.

The Family Support Worker will work to support individuals with a philosophy of building on strengths and supporting challenges. This will require providing one-on-one support with families and individuals who have been involved in a high risk lifestyle. The Family Support Worker will help families develop and maintain social networks and ensure they are aware of all the local community resources available to them. Maintain records, ensure residents calendars are updated, and perform general office duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

- Codes, policies, regulations and procedures related to the Family Reunification Program & Métis Capital Housing Corporation which affect the operation.
- Exemplary interpersonal skills, including dealing effectively with the public and MCHC staff, both in person and over the telephone.
- Develop links with other services providers and maintain a network of support for the service.
- Must be a strategic thinker/problem solver with the ability to anticipate challenges and determine required outcomes. Must be willing to participate in the ongoing change process required of a member-driven organization that values the community.
- Ability to assist families, and handle case plans as assigned within the established policy and procedural guidelines.
- Monitor, counsel and report on individuals/families progress.
- Computer skills.
- Family Support Worker requires excellent verbal, written and interpersonal skills.
- Must be able to convey information and opinions to diverse audiences in both verbal and written contexts with clarity and conciseness. Expresses honesty, clearly and constructively. Maintains open and positive communications with others, exhibiting effective listening skills.
- Confidentiality is an essential requirement.
- Able to build relationships with a variety of people based on mutual respect and trust.
- Diploma in Social Services or Child and Family Services or equivalent employment history.

### **HOW TO APPLY**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position by email to: [hr@metiscapital.ca](mailto:hr@metiscapital.ca) or by Fax: 780-452-1076. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.