



Okanagan Indian Band

EMPLOYMENT OPPORTUNITY

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

JOB TITLE: **FAMILY CIRCLE WORKER**

We are looking to fill this important role for **Family Circle Worker**. The Family Circle Worker is responsible for providing services and supports which promote the Okanagan Indian Band's Child and Family Services Mission. The OKIB believes in strong and healthy children: By strengthening families, we increase our community capacity and keep children safe.

The Family Circle Worker works directly with children, youth, families, social workers, elders, communities and other service providers, and shares their knowledge and skills to promote and support culturally safe practices and workplaces.

The OKIB offers a welcoming team environment and a rewarding job experience.

This is a term position, ending on June 30, 2021.

PLEASE SEE COMPLETE JOB DESCRIPTION BELOW

Hours of work: Up to 37.5 hours per week

Start date: September 2020

End date: **June 30, 2021**

Deadline for Applications: **September 10, 2020**

Please send resume, cover letter and references in any one of three ways:

Email: humanresources@okanagan.org

Fax: (250) 542-4990

Mail: 12420 Westside Road, Vernon, BC V1H 2A4

A Criminal Record Check (including Vulnerability Sector), and 3 References are required.



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PURPOSE AND KEY FOCUS

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JOB SUMMARY

The Family Circle Worker functions as a member of the Gathering Place team and is primarily based at the Gathering Place MCFD office. Service delivery may occur in a variety of locations dependent on the requirements of individual service plans. The Family Circle Worker is expected to participate in team meetings as requested at both OKIB and the Gathering Place.

The Family Circle Worker works directly with children, youth, families, social workers, elders, communities and other service providers, and shares their knowledge and skills to promote and support culturally safe practices and workplaces.

The Family Circle Worker facilitates the family decision making process of collaborative planning in situations where decisions need to be made for children or youth. It is a formal meeting where members of a child's or youth's immediate family come together with extended kin and members of the child's community who are, or might be, involved to develop a plan for the child. The process is designed to promote cooperative planning and decision-making and to rebuild a family's support network. Referrals to the program may include plans for child safety, permanency and youth independence – requiring both emergency planning meeting facilitation and full Family Circle preparation and facilitation.

The Family Circle Worker works in coordination with the Roots Practitioner and supports the Roots program. This position will receive cross training in the Roots program as it will provide back up support to the program.

REPORTING STRUCTURE

This position reports to the Director, Health and Social Development when at the OKIB and the Team Leader when at the Gathering Place.

JOB DUTIES AND RESPONSIBILITIES

- Receive referrals, track and provide progress updates to referring social worker
- Work collaboratively with referring social worker, particularly in relation to safety planning
- Contact the parent(s) and/or other family members who were referred to a Family Circle to:
 - explain the purpose and process of the Family Circle
 - determine whether the parent or other family members agree with the need to develop a plan



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- determine whether the parent or other family members agree with the terms and conditions of the Family Circle
- determine, in consultation with the family, who may attend the Family Circle
- Prepare invited professionals for their role in the Family Circle
- Invite the participants to attend the Family Circle and explain the purpose and process to each participant
- Arrange the time, date and location of the Family Circle
- Facilitate the Family Circle
- Assist the family to document the plan (when required) and present the plan to the delegated worker
- Distribute copies of the family plan to those who are entitled to receive a copy
- Refer the matter back to the delegated worker if the family cannot agree upon the terms and conditions of the Family Circle, or if the Family Circle will not be proceeding

ADMINISTRATIVE DUTIES

- Complete and maintain the electronic record of the referral and Family Circle
- Maintain other records of the Family Circle process as required by regional policies
- Maintain a booking calendar with reserved times for emergency safety planning meetings which the Family Circle Worker will facilitate
- Communicate effectively in writing
- Maintain accurate records of client interaction
- Monthly report to supervisor
- Performs all duties and responsibilities in accordance with the OKIB policies and procedures
- Performs other duties as required

QUALIFICATIONS

Education

- Bachelor of Social Work preferred, and a minimum 2-yrs experience in a related field
- Must have a Human Service Worker Diploma, or equivalent, and a minimum 3-yrs experience in a related field
- Relevant combination of education and related experience and knowledge will also be considered

Experience

- First Nations ancestry or extensive experience in First Nations communities.
- Must have knowledge of the Ministry of Children and Family Development policies and practice



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- Must have knowledge of the Child Family and Community Services Act (CFCSA)
- Experience working with First Nations communities

Competencies (KSAs & Desired Attributes)

- Possess cultural awareness and sensitivity
- Team building skills
- Analytical and problem-solving skills
- Decision making skills
- Effective facilitation skills
- Effective verbal, presentation and listening communications skills
- Effective negotiation and mediation skills
- Effective written communications skills
- Basic counseling skills
- Computer skills including the ability to operate computerized word-processing, at a highly proficient level
- Stress management skills
- Time management skills
- Must be prepared for flexible work schedule
- Valid BC Class 5 Drivers License
- Reliable transportation
- Ability to meet security clearance requirements (Criminal Record Check)

WORKING CONDITIONS

Physical Demands

The Family Circle Worker may deliver programs in a variety of locations and may have to transport, lift and carry equipment and supplies. The Family Circle Worker will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain, and may also be involved in a number of high energy activities

Environmental Conditions

The Family Circle Worker may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of children and families. The Family Circle Worker may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.



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Sensory Demands

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The activities may be noisy and busy making it difficult to concentrate.

Mental Demands

The Family Circle Worker deals with children and families, who can, from time to time, be demanding and challenging. The Family Circle Worker must remain patient and committed to the children and families, and may have to engage in conflict resolution or crisis management at times.

DIRECT REPORTS

None

CLASSIFICATION/PAY SCALE

Commensurate with qualifications and experience

Preference may be given to those having knowledge of the Okanagan culture and traditions