

# AMCAL FAMILY SERVICES

## JOB DESCRIPTION

<b>Position Title:</b>	FAMILY WORKER
<b>Reporting to:</b>	Coordinator of Therapeutic Services
<b>Position Type:</b>	Associate, primarily evening work
<b>Start Date:</b>	As soon as possible

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### ABOUT AMCAL FAMILY SERVICES:

AMCAL Family Services aims to help promote and preserve healthy family relationships, to identify and develop the core values and strengths of the family, and to anticipate and respond to needs in the community.

### PROGRAM DESCRIPTION:

The **Residential Program (RP)** offers 14 weeks of family counselling for families experiencing difficulties with their adolescents (aged 12-17 years), including an eight-week structured therapeutic program of respite care for the youth. The **Outreach Family Counselling Program (OFC)** offers support and guidance to families of children aged 7-17 years who are experiencing difficulties but do not desire residential placement. The **Families First Program (FF)**, offered through a contractual agreement with the CSSS Pierrefonds, is a 10-session program which combines home-based family support and intervention with school visits for identified children in difficulty. The **Emerging Adult Program (EA)** is 10 weeks of family counselling aimed at helping teens/young adults make the transition into adulthood and assists parents with setting family goals based on the families strengths. The **Parental Counselling Program (PC)** aims to help parents address parenting goals and explores the challenges that may be present.

### PURPOSE OF THE JOB:

The family worker is responsible for offering direct services and intervention to assigned families in the Residential, Outreach Family Counselling, and Families First programs.

### SPECIFIC TASKS:

- ❖ Schedule and conduct weekly family meetings with your assigned clients.
- ❖ Enter client **weekly counselling reports** into the **database** by **Friday** of each week. Send copies of these weekly status reports to the Family Work Coordinator.
- ❖ Attend school meetings for Residential clients, as required
- ❖ Communicate with other team members by using the main and individual logs.
- ❖ Keep up-to-date on the Residential client's progress by reading his/her individual log.
- ❖ Conduct a School Information meeting for clients when appropriate.
- ❖ Inform the team when family meetings will take place by indicating scheduled session dates, times and meeting numbers on the board in the child care workers' office.
- ❖ Update the Coordinator about pertinent events from the family meetings that may impact the teen's behaviour in the Residential Program.
- ❖ Facilitate group meetings when schedule permits and as required.

- ❖ Arrange individual supervision with a clinical supervisor for a minimum of one hour and a maximum of two hours per month. Workers still within their probationary period must attend two hours of supervision per month.
- ❖ Maintain contact with families and AMCAL staff through the regular checking of your assigned voicemail (i.e. once every 24 hour period).
- ❖ Perform additional duties as necessary or as assigned.

### **General competencies:**

- ❖ Strong computer skills: Word, Excel, Windows, Outlook.
- ❖ Organizational, time management and observational skills.
- ❖ Team player; strong interpersonal skills; able to work independently, yet in great collaboration with colleagues.
- ❖ Communication skills (both written and oral)
- ❖ Professional bilingualism is required.

### **PROFESSIONAL COMPETENCIES:**

- ❖ Bachelor's degree in Social Work or equivalent, Master's preferred.
- ❖ Preference for a member of "Ordre des travailleurs sociaux du Québec."
- ❖ Knowledge of family dynamics and experience working in a clinical setting with both families and adolescents.

### **ANTICIPATED TRAVEL/SPECIAL WORKING CONDITIONS:**

- ❖ Attend professional development conference as required.
- ❖ Attend yearly staff retreat if required.
- ❖ Able to work occasionally on evenings or weekends for special events.