

High Prairie & District Children's Resource Council
Stronger Together – Caregiver Support Services

Job Description

PROGRAM SERVICES

Caregiver Support and Home Visitation Specialist

(37.5 hours per week, 30 hours per week in summer)

Program Description

Delivery of Spoke Caregiver Support Services for families of children 0- 6 years of age within the designated Family Resource Network supporting safe and healthy children and families. This includes the delivery on home visitation services. Services align with the Well-being and Resiliency Framework and Indigenous Cultural Understanding Framework adopted by Alberta Children's Services.

Requirements

- Experience working with vulnerable families of children 0-6 years of age and/or coordinating a human services-based program with high aboriginal knowledge.
- Ability to develop, implement, facilitate, coordinate and evaluate home visitation services, parent/caregiver skills training, and family support and early childhood development programs.
- Able to self-motivate and self-direct.
- Ability to be highly organized and maintain accurate records.
- Diligent in maintaining safe access into and within the facility, maintaining upkeep and appearance of facilities, and coordinating large scale maintenance or maintenance requiring professional services. Employees should be prepared to lift materials and equipment up to 25lbs independently and also, sit, stand or move continuously for long periods of time.
- Knowledge of and/or certification in Great Kids Inc., Family Violence Protocol, PICCOLLO, HOVRS, Signs of Safety, Circle of Security and provincially recognized parenting programs are definite assets.
- Criminal records check and child and family services check whereby no Level 1/2 issues are located. A valid Alberta Driver's License and satisfactory driver's abstract report.
- First Aid and Food Safe Certification are definite assets.

Functional Responsibilities

- Coordinating programming activities and events.
- Responsible for meeting targets and deliverables indicated in outcomes-based service delivery contracts with Alberta Children's Services.
- Providing home / office visitation services for individual families based on the stronger together model and Great Kids Inc. This includes using designated case management, assessment, integrated strategies and documentation practices.
- Safely drive to deliver services, attend network meeting obligations, and participate in training sessions.

Program Administration and Delivery

- Help families at risk access community resources through advocacy and referrals.
- Provide information and materials to families with children with disabilities or special needs.
- Offer materials, information and activities that reflect cultural diversity.
- As designated, accept referrals from families, community members and agencies and assist in the development of a course of action.
- Provide relevant data for monthly, semi-annual and year end reports.

- Implement ongoing assessment and evaluation with clients and resource personnel and participate in operational referral and evaluation procedures.
- Produce necessary reports regarding program progress, statistics and outcomes (provided by CFS) and submit these reports to the Executive Director for evaluation.
- Delivering programs as annual and quarterly work plans entail.
- Assist in promoting development, implementation and expansion of CRC programs.

Targeted / Home Visitation Services

- Provide tools, encouragement and support to clients in order to maximize the client's ability and motivation to make better parenting and lifestyle choices for themselves and their families.
- Provide parents with appropriate family life skills training, parenting education and child development information according to *Stronger Together* program model, the Parents As Teachers program, Triple P parenting and any other program based resource models employed by the program under service contract.
- Monitor the development of families using CRC approved referral, assessment, documentation, screening and outcome measurement methods.

Accountability of Caregiver Support and Home Visitation Specialist

- Keep the Executive Officers informed of all aspects of their activities
- FSC must follow program contract / funding guidelines, association policy and procedures and maintain confidential, accurate and comprehensive records.
- Represent CRC in being professional, honest, and respectful of staff, management, board, volunteers, partners, clients, and participants.
- Complete a performance evaluation and training obligations.