



19-004 Family Capacity Building Facilitator (Excellent Benefits and Great Work-Life Balance!)

Are you a multi-tasker who enjoys a challenge? Do you strive in a fast paced work environment and are looking for an exciting and rewarding opportunity? If the answer is "Yes!", this is the job for you!

Catholic Social Services is currently recruiting for two (2) full-time (40 hours/week) Family Capacity Building Facilitator positions. One (1) opportunity is full time permanent and the other is a full-time contract position with a potential end date of April 3, 2019.

You will be joining an established Agency that is guided by faith to care for and bring hope to people in need with humility, compassion and respect. With more than 50 years of service delivery, Catholic Social Services is one of the largest multi-function social services agencies in Canada, with more than 1700 staff, and 2000 volunteers delivering 130+ programs throughout Central and Northern Alberta.

Program Overview:

Our Collaborative Service Delivery program partners with Edmonton Region Child and Family Services to support children and families that have an open file with Child and Family Services. The program focuses on the safety and well-being of children and families, supporting children to remain in parental care whenever possible.

As a Family Capacity Building Facilitator, you will be responsible to coordinate and facilitate all aspects of Family Group Conferences for the Collaborative Service Delivery program. You will provide expertise in supporting families to help them utilize community resources and build upon present strengths to assist in successful family relations. As a facilitator you will ensure conferences are effective and in compliance with established standards.

About the Role:

- Facilitate and assist in the design, development, and organization of Family Group Conferences (FGC)
- Respond to all inquiries and referrals to Family Capacity Coordinator:
 - Meet with family members, referral sources, and conference participants to discuss goals and address any barriers or concerns
 - Prepare and maintain client files and family plans including outcome measurements
 - Coordinate conference arrangements such as location, catering, etc
 - Complete intake assessments as required
 - Evaluate and recommend changes as required
- Develop FGC materials, forms, and manuals. Coordinate information sharing with external service providers



- Provide ongoing orientation, training and educational opportunities for other Family Group Conferences facilitators
- Co-facilitate conferences and work together to update and improve FGC content and processes regularly
- Monitor supplies and expenditures in consultation with the Program Supervisor/Manager
 - Submit financial summaries, invoices, mileage, and expenses on a monthly basis
- Represent Catholic Social Services in the community through public speaking and general information sharing
- Develop and maintain relationships with sources
- Advocate and seek out new referral sources

Education and Qualifications:

- A Degree in Human Services (or equivalent)
- A minimum of two (2) years related experience in group facilitation/ family conferencing and family work
- Certification or training in Aboriginal Awareness, Abuse Awareness, Standard First Aid, Family Group Conferencing and Circle-keeping is a definite asset

The ideal candidate will have an organized and compassionate approach to the work, strong independent/team work skills, a commitment to developing positive supporting relationships, and experience supporting families. Other qualifications include:

- Knowledge of the child welfare system and community resources is required
- Demonstrated facilitation and family conferencing/counseling skills
- Proven ability to provide effective communication, collaboration, crisis intervention, and conflict management with clients
- Proven case documentation and effective information reporting practices
- Coordinate with Agency committees, community engagement and networking events
- Intermediate competency with Microsoft Office and other Agency computer applications
- Established assessment, problem solving, and critical thinking skills
- Demonstrated ability to act with professionalism, confidentiality, and diplomacy

Police Information Check including vulnerable sector search, Intervention Record Check and/ or summary of driving record with no more than six (6) demerit points are conditions of employment and the financial responsibility of the candidate.

The salary for this position is \$23.96 to \$26.97 per hour based on qualifications and experience. We offer a comprehensive benefits package, flexibility and supportive working environment.

As a Catholic social services agency we are guided by faith to care for and bring hope to people in need with humility, compassion and respect. We embrace diversity and offer



equal opportunities to all qualified applicants regardless of origin, culture, ethnicity, age, ability, gender identity and people of faith or no faith.

Please apply online at www.cssalberta.ca/careers to competition number 19-004. We thank all applicants. Only candidates selected for an interview will be contacted.