

Job Posting

☐ Internal

☒ External/Internal

Job Title:

Family Resource Coordinator

Posting No:

JH 523

Job Location: Campbell River

Note: This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined benefit pension, the Municipal Pension Plan, and three weeks of paid vacation.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$40.03 (Step 1) - \$50.59 (Step 4), Paraprofessional Grid 14, Step 1*

Schedule: Flexible hours with some evenings and weekends.

Hours per week: 35

Closing date: May 12, 2025 at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

Apply to (cover letter, resume, and 3 references):

Human Resources

Email:

Employment@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJE/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

Job Description

<i>Job Title:</i>	Family Resource Coordinator
<i>Work site:</i>	Courtenay/Campbell River
<i>Program:</i>	Oasis, Headstart, 180 Degrees
<i>JJEP Benchmark:</i>	Family Counsellor
<i>Grid Level:</i>	14 Paraprofessional Grid
<i>Reports To:</i>	Program Manager
<i>Prepared Date:</i>	May 30, 1998
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	May 30, 1998
<i>Revised & Approved by Executive Director:</i>	April 8, 2019
<i>Reviewed:</i>	September 25, 2024

Summary

Provides primary supervisory and support services to families who provide residential services to youth.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- Develops and implements a multi-faceted plan to recruit family homes for John Howard programs, including Full Time Attendance programs and Alcohol and Drug programs.
- Trains and supervises family home resources.
- Prepares S.A.F.E. home studies for new carehomes.
- Provides primary support, information, and practical assistance through on-going consultation and in-home meetings.
- Provides assessment in developing a goal-focused case management plan based on the families' strengths and concerns.
- Provides assistance and education in parenting skills, communication skills, anger management, conflict resolution, problem solving, attachment disorders, trauma, and transitions.
- Liaises with caregivers to ensure monthly invoices are prepared.

- Books and arranges respite placements for youth.
- Participates fully as a member of the case management team for each youth placed with families.
- Participates fully as a member and resource to advisory and screening committee.
- Provides youth and families, as required, opportunities to access community resources which will enable and encourage the youth to develop necessary education, personal, social and vocational skills.
- Responds to caregiver-initiated contact when problems or crises arise.
- Provides liaison with probation officers, social workers, and family members involved with the youth.
- Represents the agency in the community when required, and maintains healthy relationship with other helping organizations and the community at large.
- Completes reports and attends meetings as required by the agency and the Ministry for Children and Family Development.

Qualifications

The requirements listed below detail the knowledge, skill and/or ability required to perform the essential duties of the job.

Education and Experience

- Post-Secondary degree in a related human/social services field and specialized training in MCFD home study preparation, and a minimum of two (2) year's recent related experience which should include:
 - Knowledge and experience working with foster parents and or family care home providers.
 - Experience working in group situations an asset.
 - Knowledge and experience in maintaining confidentiality, appropriate boundaries, and other basic counselling ethics.
 - Demonstrated ability to work constructively and co-operatively in a team setting.
 - Good communication and interpersonal skills.
 - Knowledge and experience with case recording practices/log book.
 - Excellent knowledge of community resources.
 - Demonstrated ability to plan and implement recruitment campaigns, including knowledge and experience of marketing strategies.
 - Assertiveness and confidence in public settings.

Other Skills and Abilities

Coordinator must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face.
- Have the ability to accept the differences they will find among their clients.
- Accept clients' rights to self-determination and individuality, and must not discriminate on the basis of Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, socio-economic status, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work respectfully in partnership with other team members, including referring authorities.
- Recognize the value of a nurturing family as the ideal environment for a person.
- Have the ability to recognize persons with special needs and make appropriate referrals.
- Have the ability to set limits and maintain the helping role for the practitioner, and to intervene appropriately to meet the needs of the persons served or other family members.
- Have basic computer and Internet skills.

Other Job Requirements

- Two completed, acceptable criminal record checks, one from the Criminal Records Review Program through the Ministry of Public Safety and Solicitor General and one from the Canadian Criminal Record Search of the RCMP National Repository of Criminal Records, the Canadian Police Information Centre, and the Police Information Portal.
- The Family Resource Coordinator must have a valid driver's licence and safe, reliable transportation, and must obtain appropriate insurance as per Society policy. Considerable travelling throughout the region is required.
- The Family Resource Coordinator must be able to function independently.
- The Family Resource Coordinator may be required to be on-call at specified times and carry a pager or cellular phone. Weekend work and flexible hours may be required.
- The Family Resource Coordinator will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Family Resource Coordinator will also abide by the relevant rules and regulations as set out by John Howard and the Ministry for Children and Family Development.

Diversity

The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.