

**Job Description**  
**Support Worker, Circle of Support**  
**10 hours per week, 3 month term**

**Summary:**

The Support Worker, Circle of Support provides support, information, education, training and intervention to the community and families of children and youth with FASD/CDBC and related disorders. The Support Worker provides families with opportunities to network with other parents and caregivers of children with similar challenges and reports to the Key Worker.

**Key Duties and Responsibilities:**

- Assists with receiving referrals and providing direct outreach services to children, youth, families or caregivers.
- Assists and supports families to interpret assessments and provides help with necessary supports.
- Assists with the coordination the implementation of recommended plans and provides activities to maintain or prompt a planned change in behavior, functioning or condition.
- Teaches strategies and provides information in a flexible manner in order to increase the knowledge of parents and professionals of the neurological nature of these disorders.
- Provides services and support in the context of a family centered practice.
- Advocates for children and youth.
- Stays current and informed about relevant legislation, information and services.
- Supports the establishment, development and facilitation of parent to parent support mechanisms that allow for mentoring, training, education, self-help and mutual aid.
- Maintains records, client files, prepare reports, administer surveys, collect statistics and client feedback as requested.
- Adheres to SCCSS policies and procedures and meets all legal, contractual, financial and other compliance requirements such as CARF.
- Participates and contributes to regular staff meetings.
- Represents SCCSS in a positive and professional manner.
- Obtains and maintains awareness of the demographic and socio-economic variables of the community and activity works to reduce barriers to services.
- Maintains client records and client files in keeping with program manual and SCCSS policy.
- Support the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked.
- Stays current with SCCSS programs and services to foster collaboration and connections for staff and volunteers across the organization.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.

**Qualifications:**

- Post-secondary degree in Social Work or Child and Youth Care plus 2 years of related experience in a related field or the equivalent in education and experience.
- Knowledge and experience working with children and youth demonstrating behavior difficulties, cognitive or developmental challenges
- Knowledge and experience working with children and youth with FASD, Complex Developmental Behavioural Conditions, and related disorders.
- Understanding of the social and educational needs for the child or youth and the impact of FASD/CDBC on their families.
- Understanding of appropriate strategies based on a neurodevelopmental framework.
- Experience developing and facilitating groups and training.
- Ability to manage a complex caseload and workshop schedule.
- Flexible schedule to accommodate appointments in the evenings and on weekends.
- Demonstrated ability to communicate with clients according to varying developmental needs.
- Culturally competent practices and understanding of the impacts of colonization for Indigenous communities, families and individuals.
- Strong computer skills in Microsoft Office suite and experience with an electronic client records management system.
- Excellent organizational and communication skills.
- Successful result of Criminal Record check.
- Valid driver's license and reliable vehicle is required to attend events and programs across the Coast.

### **Working Conditions**

This position works in a variety of environments including multiple locations across the coast, private homes, in the community (including outdoors at times) and in a typical office environment.

### **Physical Requirements**

Sitting and computer usage for extended periods of time.  
Setting up workshops, moving of tables, chairs and general office supplies.