



## **JOB DESCRIPTION**

**April 2024**

### **JOB TITLE: FAMILY RESOURCE WORKER (YOUTH OUTREACH)**

**Union:** BCGEU – Community Subsector      **Classification Grid - 33**

**Hours:** 22 hours per week over four days per week

**Wage:** Step 2 (to start) - \$31.54 per hour

**Job Summary:** Works as part of a collaborative team to support youth and their families to establish and achieve realistic goals. Provides support, information, resources, mediation and advocacy to youth and families referred by both the Ministry of Children and Family Development (MCFD) and the community. Provides outreach support and a weekly group activity to youth 13 to 19 years under MCFD contract. Works collaboratively with colleagues to ensure delivery of programs and services at James Bay Community Project.

**Reports to:** Executive Director

#### **Key Duties and Responsibilities:**

- Work with youth and families to assess and plan for needs, identify strengths, identify required resources, support linkages, assist with service navigation and referrals and to do follow-up
- Plan and run group support program for youth by determining content and structure. (Currently involves planning and facilitating a youth food skills program.)
- Facilitate family communication meetings
- Facilitate youth and parent support and mentoring
- Assist with service navigation and referrals, working with other resources in Victoria
- Liaise with parents/caregivers, school counselors, other agency workers, mental health counselors and Ministry for Children & Family Development

- Maintain a thorough knowledge of community resources and provide information/referrals to parents/caregivers and to youth to support access of additional community resources
- Collaborate with other staff
- Ensure that accurate program and necessary participant records are maintained and that required reports are submitted and all pertinent documentation is complete
- Perform other duties as required.

## **Qualifications**

### **Education, Training and Experience:**

- Relevant undergraduate degree
- Experience in youth outreach work, including experience working with high-risk youth/families in an Integrated Case Management Model
- Working knowledge of the Child, Family & Community Service Act and policies and procedures of risk assessment and reduction employed by Ministry for Children & Family Development
- Knowledge of and experience with group process and facilitation techniques

### **Knowledge and Abilities:**

- Broad knowledge of issues impacting youth
- Broad knowledge of the child welfare system
- Knowledge of resources and services in the Greater Victoria area
- Demonstrated ability to work independently
- Excellent intervention and assessment skills
- Excellent interpersonal and oral and written communication skills
- Demonstrated ability to work cooperatively with other staff, community partners and community participants
- Flexible and self-directed
- Good organization and time management skills
- Skill with group process and facilitation techniques