



## Ginoogaming First Nation Job Description

### Ginoogaming First Nation

**Position Title:**

Family Support Worker

**Department:**

Health

**Supervisor:**

Health Director

**Position Overview:**

Under the supervision of the Health Director, the Family Support Worker (FSW) is responsible for planning, developing, implementing, coordinating and evaluating the delivery of Family Services to children and their families. The (FSW) is also responsible for the provision of specialized home and community based support and prevention services to children and their families, as well as the successful delivery of programs that promote healthy lifestyles and relationships for youth, children and their families.

General duties include:

**Strategic and Operational Planning**

- Plan, develop, implement, coordinate and evaluate the delivery of Family Support Services to children and their families,
- Deliver programs that promote healthy lifestyles and relationships for youth, children and their families.
- Provide direct support to individual clients and families in areas including family violence, substance abuse, neglect, etc. by:
- Participating and contributing to staff meetings, goal and objective setting and work planning;
- Maintaining open, supportive communication with assigned clients;
- Arranging for volunteer transportation or providing transportation as deemed appropriate by the Supervisor
- Document daily activities, and submit detailed reports on a regular basis;
- Case reviews with Dilico Child Welfare for children that are being serviced through Dilico, be the liaison for the community in regards to these files.
- Perform other duties as assigned from time to time by the Health Director

**Working Relationships**

- Health Director
- Band Manager
- All GFN Social programming



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Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

### **Knowledge, Skills and Abilities:**

- Available to travel and work flexible hours in order to achieve the objectives of the program
- Ability to speak the Ojibway language is a definite asset but not a requirement for the position
- Perform a criminal reference check
- Effective verbal, presentation and listening communication skills
- Computer skills with Microsoft Word, Excel, Outlook, PowerPoint and other related software programs
- A valid Ontario's Driver's License and good driving record, and access to your own personal vehicle is a definite asset but not a requirement for the position

### **Experience and Education Requirements:**

- Completion of High School or GED equivalency, some college/vocational or technical training
- Diploma and/or training certificates from a recognized social services program, along with a minimum of two years' experience
- A positive role model able to perform employment related duties in a respectful, responsible and ethical manner

### **Environmental Conditions:**

- Physical Effort: May involve some physical effort.
- Physical Environment: Office Environment but may include field work.
- Sensory and Mental Attention: Regular interruptions should be anticipated

### **Other Requirements:**

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check if required.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager of Chief and Council.



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### Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date