



# Tseshahst First Nation Employment Opportunity

## CHILD & FAMILY SUPPORT WORKER (TEMPORARY FULL-TIME)

The Tseshahst First Nation Administration Office is now accepting applications for a temporary full-time **Child & Family Support Worker** position.

### POSITION SUMMARY

Reporting to the Social Development & Health Services Manager, this position supports members on and off reserve requiring Child & Family support services. This position supports prevention services for Child & Family Services matters.

As a community-based resource, this position supports children & families, with navigating the child and family serving systems, with all matters pertaining to Tseshahst Children in Care, Family Service plans, and referrals to child & family support services. This position interacts regularly with the USMA Child & Family Services, Ministry of Children & Family Development, Court Services, and other agencies relevant to CFS matters.

### PRIMARY/CORE RESPONSIBILITIES

Performs all duties and responsibilities in accordance with Tseshahst and program specific policies, standards, practices and procedures, as directed by the Social Development and Health Services Manager.

#### *Child & Family Support*

- Maintains a visible presence in the office and in the community at large as the contact for children, families, and other Health and Social development staff for the handling of child and family service matters.
- Serves as a liaison and primary contact for the Tseshahst First Nation for Child & Family Services Agencies, who are seeking support regarding Tseshahst Child & Family matters.
- Provides referrals to child & family support services available in the community.
- Coordinates requirements with social workers for home visit.
- Attends CFS Court services, when required to support Tseshahst members with CFS matters and debriefs the Native Court Worker for court matters only.
- Provides primary support to Social Workers by following the Family and Child Services Act. Reports cases of child abuse and neglect, attends investigations, provides follow-up as required with repatriation, assists with supervision and home visits with children in care.
- Collaborates with CFS agencies in cultural planning for Tseshahst Children in Care, for family service plans, and for other CFS planning needed to support children's safety, liaison with the CFS social worker(s) to ensure adherence to all relevant acts, legislation and policies.
- Coordinates prevention service activities for children, youth, and families.

### Hiring organization

Tseshahst First Nation

### Employment Type

Full-time (Temporary)

### Job Location

5091 Tsuma-as Dr.,  
Port Alberni, BC, Canada V9Y 8X9

### Working Hours

37.5 hours per week

### Date posted

May 17, 2022

### Valid through

June 8, 2022

## Administration

- Participates in the development, review and administration of the operating procedures, policies, standards and protocols for program areas.
- Maintains various electronic and paper filing systems. Follows guidelines for confidential client records.
- Maintains a current level of knowledge of related external regulations, laws, requirements and programs.
- Completes reporting as directed by the Social Development and Health Services Manager.
- Other related duties as assigned.

## QUALIFICATIONS

### Training, Education and Experience

- Grade 12 or GED, and
- A Family Support certificate, Human Services Diploma, CYC Diploma or Social Worker Diploma, or related post-secondary education.
- 2-3 of experience in child & family support area of social services programs, preferably within a First Nation community environment.
- Experience in following program budgets, completing CFS reports, CFS plans, and potential funding proposals.
- Satisfactory Criminal Record Check.
- Valid B.C. Class 5 Driver's License and own transportation.

### Knowledge, Skills and Abilities

- Strong knowledge of Tseshah community, culture, heritage, history and goals for the future. As well as, genuine respect for Tseshah First Nation culture and protocols.
- Enjoys working with children & families in family development and wellness goals.
- A sound understanding of Child & Family services policies and programs, as they apply to First Nations, including a good understanding of related acts and legislation.
- Well-developed communication skills (verbal, and written)
- Ability to exercise and model a high degree of professionalism and confidentiality.
- Basic to intermediate computer skills including MS Office.
- Excellent membership service skills. Friendly, positive, responsive, professional and helpful.
- Highly developed interpersonal skills. Able to build trusting relationships with children and families.
- Self-motivated, self-directed, and focused on own wellness in order to deliver compassionate and at times firm care to others.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.

## HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshah First Nation, Attention: Victoria White, Executive Director  
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or  
by email: [vshrimpton@tseshah.com](mailto:vshrimpton@tseshah.com)

**CLOSING DATE: June 8, 2022**