

JOB DESCRIPTION

Program Area: Nanaimo/Parksville

Position: TEMPORARY AREA COORDINATOR

Staff Member: _____

Reports to: EXECUTIVE DIRECTOR



Job Summary:

Under the direction of the Executive Director, Area Coordinator is responsible:

- ▶ To enhance and strengthen the retention, accountability, support services, and caregiver competency of Family Care Homes, and to assist the FPSS Society in achieving the objectives and goals of the Support Services Program;
- ▶ To offer support, information, and referrals to the foster parents of the region and assist foster parents in obtaining current and accurate information;
- ▶ To facilitate and enhance training and educational opportunities and to collect meaningful data reflecting caregiver satisfaction with services offered.

Duties and Responsibilities:

- ▶ The Area Coordinator is responsible for assisting in the development, maintenance, and improvement of the Support Services Program through contact with foster parents, community liaisons, participation in community partnership, and ministry activities related to the Family Home Care system;
- ▶ Coordinators are required to adhere to standards of Confidentiality required by the Ministry of Children and Family Development and the FPSS Society Board policies with respect to children/youth in care, their families and foster parents;
- ▶ Provide current and accurate referral, recruitment, and Family Care Home information to prospective foster parents, the public, community partners, and the foster parents within the region;
- ▶ Make appropriate referrals to the Ministry of Children and Family Development and community partners;
- ▶ Assist individuals interested in becoming foster parents to easily access pertinent information and ministry contact information;
- ▶ Act as a liaison and resource contact for referrals concerning FPSSS support and education services;
- ▶ Access policy information and related material, and provide this information to foster parents on request. Provide current publications of ministry handbooks and guides to foster parents, on request;
- ▶ Assist in the planning and implementation (and attend) of foster parent appreciation activities such as: Recognition Events, Christmas Party, as directed by the ED;
- ▶ Attend professional development opportunities at the direction of the Executive Director;
- ▶ Provide office services as necessary. *Note: this is not a clerical position;*
- ▶ Maintain an accurate, detailed Daily Activity Log – records to be used in a qualitative and quantitative quarterly and annual synopsis;
- ▶ Provide the Executive Director with a weekly timesheet summarizing activities and time expenditures;
- ▶ Attend Pre-Service Orientation Sessions and deliver a presentation for the FPSS Society, the support and training services available, Coordinator services and a clear invitation to access these services.

Provide all participants with hard copies of contact information for all services offered – Info Packs, and;

- ▶ Perform other support and teambuilding duties as required, with approval of Executive Director.
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Core Competencies:

1. Commitment to the organization and its values
Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, and values of FPSS Foster Parents Support Services Society.
2. Teamwork
Participates actively and contributes positively within the team for organizational effectiveness.
3. Relationship building and collaboration
Ability to form a positive relationship with foster parents, and the community.
Specifically:
 - a. use respectful communication and listening;
 - b. be aware and work to acknowledge and or reduce differences that exist between the Area Coordinator and the foster parent receiving service;
 - c. actively participate in community planning and activities.
4. Creativity, Innovation, and Initiative
Work to develop new ways and/or adapt services to meet community, program, and organizational needs.
Specifically:
 - a. creatively use existing resources/funds and facilitate the development of new resources;
 - b. foster parent and community feedback is regularly sought and incorporated into program.
5. Integrity
Demonstrates responsible behavior at all times and maintains high ethical standards.
Specifically:
 - a. maintain confidentiality in the best interest of the foster parent;
 - b. be accountable to foster parents, employees, funders, and professional code of ethics;
 - c. provide the foster parent with information on their rights, including procedures for filing complaints and appeals and resolving differences;
 - d. utilize critical thinking skills and ongoing reflection of practice.
6. Diversity
Appreciate the people with different opinions, backgrounds, and characteristics bring a richness to the Society.
Specifically:
 - a. recognize and respect the diversity of beliefs, cultures, practices, or behaviors of others;
 - b. challenge and unlearn prejudice, oppression, and privilege in one's practice and other systems;
 - c. reasonable individual choices are encouraged and respected.
7. Concern for Health and Safety
Adhere to the Society's and other regulatory bodies regarding policies and standards which ensure the health and safety of foster parents and staff members.
Specifically:
 - a. health and safety policies and procedures are reflected in practice at all times;
 - b. potential hazards are identified and given to the Health and Safety Committee;
 - c. staff and foster parents are orientated to health and safety practices;
 - d. critical incidents are recorded and debriefed as quickly as possible.

Threshold Competencies:

1. Well developed oral and written communication skills.
2. Good organization, time, and general management skills.
3. Ability to work effectively with other team members, statutory services and other related professionals.
4. Ability to work independently.

5. Current/valid first aid certificate.
6. Good working knowledge of current office equipment and procedures including computers, photocopiers, printers, fax machines, telephone systems, filing systems, etc.
7. Knowledge of resources within the community.
8. Knowledge of provincial acts.
9. Demonstrated leadership: Ability to motivate self and employees to take action to achieve desired outcomes.
10. Facilitation skills. Ability to work with groups; keeping them on task, interested, and challenged.
11. Good working knowledge of Ministry of Children and Family Development policy, standards, guidelines, and expectations (preferred).
12. Good working knowledge of the role of foster parents in the Vancouver Island Macro Region, and the support services necessary for those individuals (preferred).
13. Knowledge of roles and responsibilities acquired through working with committees and volunteer Boards of Directors.
14. Must possess personal tact, discretion and good judgment.
15. Must be Bondable and provide current, clean Criminal Record Check.

Qualifications:

- ▶ Minimum of two years of community college program in the Human Services field (preferred), or similar training, and/or practical experience and knowledge. Client Service and/or Conflict Resolution Training. Computer literacy.
- ▶ Three years work experience in child welfare, human services, not-for-profit organization or related position. Presentation and teambuilding skills and practical experience. Demonstrated interpersonal, organizational and time management skills.

Additional Information:

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Area Coordinator position.

This position requires some flexibility regarding hours as some meetings occur after normal working hours and possibly may occur out of town.

The Area Coordinator may be required to perform other related duties as assigned, which do not affect the nature and scope of the position.

Interested applicants are requested to respond with résumé and cover letter by May 5th, 2017 to:

- Email to admin@fpsss.com, Fax to 778-430-5463, or mail to FPSS Society, Attention: Nanaimo Coordinator, 145-735 Goldstream Avenue, Victoria, BC, V9B 2X4