Edmonton Catholic Schools is now accepting applications for the position of Family School Liaison Social Worker

Edmonton Catholic Schools is a large urban school district whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 41,000 students and 5,000 employees in 90 schools and other sites.

Edmonton Catholic Schools requires a Family School Liaison Social Worker to support preschool to grade 12 children/students and their families, especially those who have been approved for Program Unit Funding (PUF) or behavioral/emotional disorders in accordance with Alberta Education. The job provides case planning, counseling and group facilitation to students with emotional and behavioral needs, and their families, as part of the service provided by the program. The incumbent may provide family oriented programming services required as part of the multi-disciplinary team and/or the respective education program. The incumbent will identify and address issues that have been impacting the child’s/student’s development and academic success.

The range of social services provided support the social, emotional and academic needs of children/students and families. The incumbent’s primary responsibility is intervention and support to children and their families. A fully integrated social worker is hired for this position because of their professional expertise and comprehensive approach to multidimensional issues.

This is a permanent, 10 month, full-time, Out of Scope, Level 5 position with a salary range of $56,594.00 - $70,753.00, paid from Program Unit Funding (PUF).

For further information on this job opportunity, please contact Tammy Woroschuk at tammy.woroschuk@ecsd.net

To apply, please email a letter of interest and resume by 4:00 p.m., Friday, March 17, 2017 to:

Tammy Woroschuk,
Manager, Social Work
resumesearearlylearning@ecsd.net

Prior to employment, successful candidates will be required to submit clear Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.

A complete job description is shown below.

Family School Liaison Social Worker

Primary Responsibilities:
- Conduct individualized assessments of students in consultation with the parents, guardians and the school to determine the level of service required in each case;
- Develop, organize, implement, promote and facilitate family oriented programs in a wide range of topics including recreation, music, literacy, parenting, and behavior for large groups of families, through partnerships with community organizations on a city wide basis;
- Liaise with schools and families to facilitate increased positive contact through communication and understanding of individual student needs and circumstances.

Qualifications:
- Degree in social work, plus full registration with the Alberta College of Social Workers, plus extensive experience working with children, families and social service agencies;
- Suicide intervention training would be an asset;
- Group management and facilitation experience;
- Knowledge of various community agencies and early childhood and adolescent development, requirements of special needs students, current parenting practices, individual and family therapy, group dynamics, different theories and methods of communication;
- Strong mediation, negotiation and conflict resolution skills and the ability to influence decision making;
- Ability to manage crisis situations efficiently and effectively;
- Excellent oral and written communication skills and the ability to work effectively with a wide-range of clients.
Out of Scope Job Description

JOB IDENTIFICATION:

<table>
<thead>
<tr>
<th>Incumbent:</th>
<th>Working Title: Family School Liaison Social Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Classification Level: 5</td>
<td>Requested Classification Level:</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Working Title: Manager, Social Work</td>
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<tr>
<td>Location: Genesis Centre</td>
<td>Department: Learning Services-Innovation</td>
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<td></td>
<td>Program: Specialized Services</td>
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</tbody>
</table>

PRIMARY FOCUS/ OVERALL ACCOUNTABILITY: Provide a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

The job supports pre-school to Grade 12 children/students and their families, especially those who have been approved for Program Unit Funding (PUF) or behavioral/emotional disorders in accordance with Alberta Education. The job provides case planning, counseling and group facilitation to students, with emotional and behavioral needs, and their families, as part of the service provided by the program. The incumbent may provide Family Oriented Programming services required as part of the Multi-disciplinary Team and/or the respective education program. The incumbent will identify and address issues that have been impacting the child’s/student’s development and academic success.

The range of social services provided support the social, emotional and academic needs of children/students and families. The incumbent’s primary responsibility is intervention and support to children/students and their families. A fully registered Social Worker is hired for this position because of their professional expertise and comprehensive approach to multi-dimensional issues.

The job is accountable to:

- Create an environment in which a student can be successful
- Achieve open communication between home and school
- Achieve consistency between home and school

These results would be measured through increased grades, increased attendance, fewer behavioural issues, and feedback from students, their families and teachers.

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

1. Participate as a member of the multi-disciplinary educational support teams to assist students and their families in academic, behavioral, social and emotional growth.

2. Conduct individualized assessments of students in consultation with the parents, guardians and the school to determine the level of service required in each case.

3. Develop, organize, implement, promote and facilitate Family Oriented Programs on a wide range of topics including recreation, music, literacy, parenting, and behavior for large groups of families, through partnerships with community organizations on a city wide basis.

4. Offer social services, related resources, information and referrals to students, families and schools such as student’s diagnosis, community resources, counselling, recreation and other supports.

5. Provide crisis intervention and prevention to students and families including involvement of Children’s Services, Edmonton Police Service, Alberta Justice and Alberta Health Services.

6. Liaise with schools and families to facilitate increased positive contact through communication and understanding of individual student needs and circumstances.

7. Liaise with district specialists, special education staff and community supports to align and collaborate on multi-disciplinary approaches to support.
Out of Scope Job Description

**JOB RESPONSIBILITIES AND ACTIVITIES:** Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

8. Establish action plans and implement goals with students to address identified areas using Individualised Program Plans as well as district assessments.

9. Monitor and document impact of supports, as well as provide a year-end summary and recommendations including program placement if needed.

10. Maintain professional registration through training development activities including conferences, in-services, workshops, peer support, literature searches and research.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval.

The job’s primary focus is problem solving with the problems often unknown and solutions varied as they relate to a wide range of child/student needs. The job identifies a problem then must determine alternative and solutions. This includes the ability to engage difficult clients. Ability to assess for or provide interim supports to students and families who are waiting for ongoing service providers. Willing and able to make referrals to appropriate delegated agencies (i.e. Children’s and Family Services, or Edmonton Police Services) where deemed necessary. Able to advocate for client services when difficulties regarding accessibility are encountered.

Provide and access peer support from other Registered Social Workers within the District. Where appropriate involve leadership teams that include consultants, school principals, and School Operation Services in finding solutions. Must be able to respond creatively to competing demands between school authority and families. Must be able to respond calmly in family crisis situations.

**ORGANIZATIONAL DATA:** Identify any measurable areas upon which the job has either direct or indirect impact. Measures that may be included are: number of staff supervised, annual operating budget, number and size of projects, clients served or any other significant values. Include examples that indicate the “size” of the job. Attach a complete Organizational Chart that includes supervisor, peers, direct reports and staff.

This position works with a multi-disciplinary team. The work includes being responsible for all the children in early learning as especially service to children with Program Unit Funding and children with mild/moderate delays within an inclusive setting.

Family School Liaison Social Workers are responsible for organizing Family Oriented Programming which includes supervision of speakers and child care workers, and purchasing supplies.

Organizational Chart

Revised January 2017
REPORTING RELATIONSHIPS: Identify the jobs and the number of incumbents within each job that report directly to you. Provide a brief summary of each subordinate job’s purpose.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Responsibilities</th>
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CONTACTS: Identify internal and/or external contacts such as co-workers, clients, stakeholders and partners. Indicate the nature and purpose of contact (i.e. to deliver information, present data, negotiate contracts, etc.) and frequency (daily, weekly, monthly etc.).

<table>
<thead>
<tr>
<th>Contact</th>
<th>Nature and Purpose</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Students, parents and families</td>
<td>To provide information, counseling, expertise and resolve problems To conduct needs assessment and provide linkages to community resources To mediate and negotiate positive outcomes</td>
<td>Daily</td>
</tr>
<tr>
<td>School administrators, teachers and district staff</td>
<td>To provide and exchange information To collaborate on educational support To provide advice and resolve problems</td>
<td>On-going</td>
</tr>
<tr>
<td>Community agencies, physicians and medical personnel, law enforcement, and other school jurisdictions</td>
<td>To participate in case conferences To provide advice, counseling and to resolve problems To collaborate on support services and initiatives</td>
<td>On-going</td>
</tr>
<tr>
<td>Network of professional contacts including social workers, counselors, and therapeutic specialists</td>
<td>To mediate/negotiate and resolve disputes To provide and obtain information and share best practices To resolve problems To participate in case conferences and collaborative solutions</td>
<td>On-going</td>
</tr>
<tr>
<td>Alberta Children’s Services, Alberta Justice, Edmonton Police Services and Alberta Health Services</td>
<td>To provide and exchange information To collaborate on educational support To participate in case conferences</td>
<td>On-going</td>
</tr>
<tr>
<td>Alberta Education</td>
<td>To provide and exchange information To secure additional support for clients</td>
<td>On-going</td>
</tr>
</tbody>
</table>

Job Qualifications: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. Outline specific training that is needed to do the work and any occupational certification/registration required for the job. Include a list of competencies (skills and abilities) critical in performing the job.

<table>
<thead>
<tr>
<th>Knowledge and Experience</th>
<th>Competencies</th>
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<tbody>
<tr>
<td>Degree in Social Work, plus extensive experience in working with children, families and social service agencies • Full registration with the Alberta College of Social Workers (General Practice Permit) is mandatory • Group management and facilitation experience • Knowledge of various community agencies and early childhood and adolescent development, requirements of special needs students, current parenting practices individual and family therapy, group dynamics, different theories and methods of communication • Knowledge of: emotional/behavioral disorders, developmental delays, suicide prevention, adolescent relationships, special needs education, family violence, poverty, addictions, bereavement and cultural diversity</td>
<td>• Advanced problem-solving skills and the ability to assess needs of various stakeholders and make appropriate referrals • Strong mediation, negotiation and conflict resolution skills and the ability influence decision making • Ability to manage crisis situations efficiently and effectively • Ability to establish rapport and develop positive working relationships between stakeholders • Proven conflict management, negotiation and mediation skills • Excellent oral and written communication skills and the ability to work effectively with a wide-range of clients</td>
</tr>
</tbody>
</table>
Out of Scope Job Description

- Knowledge of local community resources, education and social services
- Working knowledge of cross-cultural competencies and training
- Knowledge Records Management principles including FOIP Legislation
- Knowledge of workplace safety including an awareness of Occupational Health and Safety regulations
- General knowledge of the district/department operations, business, goals and objectives.

- Excellent organizational time management skills and the ability to work within crisis situations
- Strong analytical skills and the ability to anticipate issues and concerns and facilitate proactive responses
- Strong presentation skills and the ability to relate to a varied audience
- Skills to facilitate the consultant role through education, training and assisting other professionals

Signatures

The signatures below indicate that the incumbent, supervisor and manager have read, discussed, and agreed that the information accurately reflects the work assigned.

Incumbent

Name: ______________________ Signature: ______________________ Date: __________

Supervisor

Name: ______________________ Signature: ______________________ Date: __________

Manager

Name: ______________________ Signature: ______________________ Date: __________

This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District’s human resources program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services at 780 441-6061.