



CARRIER SEKANI FAMILY SERVICES

Job Posting

Family Empowerment Worker

Burns Lake, BC

Full time – 35hr/wk

Carrier Sekani Family Services (CSFS) is looking for a Family Empowerment Worker to provide supervised visitation for children-in-care with family members. The incumbent will provide transportation to and from visits for children and teach life skills to parents and other family members who access the Family Empowerment Program.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Must have Grade 12 Diploma or equivalent plus two years' experience in a related area of practice
- Social Services diploma or certificate preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- First Nations Culture and traditions (specifically Carrier and Sekani)
- Experience working in an office setting, serving clients, and answering routine inquiries
- Ability to work independently and within a team setting
- Computer skills using Microsoft Office suite (MS Word, Excel); able to prepare spreadsheets and operate word processing programs and Adobe Acrobat
- Excellent oral and written communication skills to compose business correspondence
- Detail-oriented with ability to maintain a high level of accuracy in preparing, entering, and verifying information
- Maintain confidentiality concerning employee files
- Ability to prioritize, manage time, and organize;
- Ability to multi-task and maintain focus despite interruptions
- Familiarity with office equipment including copiers, scanners, and printers

WORKING/SPECIAL CONDITIONS

- Lifting up to 50 pounds
- May be required to work evenings and weekends
- Initial and on-going employment is subject to submission of a clear Criminal Record check. Criminal Record Check must be conducted every three years.
- Must possess a valid driver's license with access to a safe and reliable vehicle insured for business use
- Must take child restraint training for approved child seats
- Must attend non-violent crisis intervention training
- Emergency First Aid required

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry.

How to apply: Go to www.csfs.org/jobs and "click to view our postings."

Deadline to apply: November 18, 2018. Please submit a cover letter and resume.

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.