



JOB DESCRIPTION

Position: Halton Families for Families Student

Accepts Students: Fall placements (Sept. start)
Winter placements (Jan. start)
Summer placements (May start)

SPECIFIC POSITION RESPONSIBILITIES

Learn about and participate in Family Engagement activities

- Participate in various activities such as:
 - Monthly Family Advisory Committee and Steering Committee meetings
 - Family Night Socials,
 - Community Resource Fairs
 - Community Committees

Promote family involvement and information sharing:

- Maintain ongoing communication with families.
 - Connect with families who have filled in permission to contact forms
 - Schedule meetings with families for the Family Engagement Coordinator
- Help to maintain a contact database of families.
- Share information about and encourage attendance at family-focused events.

Administrative

- Work with the Family Engagement Coordinator to maintain various projects, databases and communication with families such as:
 - Social attendance
 - Follow up social communication
 - Respite services list
- Preparation of materials for promoting Halton Families for Families

Create opportunities for meaningful family voice (adult and youth):

- Build partnerships with agency staff and community to educate about meaningful family engagement and importance/benefits of family voice & family-centered practices.
- Work to strengthen family engagement efforts within Halton Families for Families and the broader community, by sharing opportunities for family voice and encouraging family members to participate/attend events such as but not limited to workshops, groups, committees and socials.

Other:

- Opportunities to connect with ROCK's clinical team for observation and learning

- Ensure compliance with the specific requirements of Section 27 of the Occupational Health and Safety Act as well as any further health and safety responsibilities as outlined in agency policy and procedure documents
- Other duties as may reasonably be assigned

REQUIRED SKILLS/QUALIFICATIONS

- Social Service Worker candidates preferred
- Strong organizational skills
- Basic computer skills
- Ability to work independently and in a team
- Willingness to work evenings and weekends
- Knowledge of the Halton community
- Excellent oral and written communication skills
- Willingness to travel
- Possession of a clear, current (within 3 months) Criminal Reference Check.