



Songhees Nation Job Posting

Permanent full-time position

JOB TITLE:	Community Support Worker		
Reports to:	Director of Child and Family Services	Salary Scale:	\$26-28 Based on experience
Department:	CFSS	Deadline:	Until Filled

POSITION SUMMARY:

The Songhees Nation is seeking a skilled, honest and hardworking Community Support Worker. The As part of the Child & Family Social Services (CFSS) team the Community Support worker will work directly with the Director of CFSS as a liaison for the Songhees Community; supporting overall health and wellbeing of the members.

KEY DUTIES INCLUDE, BUT NOT LIMITED TO:

- Completion of client intake processes in a timely manner
- Connects families and community members with relevant community resources
- Referral management; based on the needs and goals of members / clients ensuring that appropriate referrals are made, monitored and evaluated on an individual basis
- Supports client's navigation through systems such as: housing, education, social assistance, legal aid and court processes
- Shares information with the client to assist them with their risk reduction service plans
- Provide support services to youth and their families
- Facilitation / Co-facilitation of groups, support circles, and workshops
- Work both independently and as part of a team, with individual clients and families providing them with education, support and assistance
- Elders program assistance and facilitation
- Assists with program groups and services as required
- Prepare accurate reports for submission on a monthly and quarterly basis
- Attend program meetings, and training sessions

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Awareness of First Nations culture and experience working within First Nations communities
- Awareness of the dynamics of active and ongoing addiction, family and domestic violence, grief, suicide, depression, healing and recovery
- Excellent facilitation and communication skills
- Demonstrated skills in report writing, statistical tracking and documentation
- Ability to deal with crises
- Computer proficiency in Microsoft applications and basic internet applications
- Ability to work in a team environment
- Familiar with program planning, development and evaluation
- Ability to occasionally work a flexible work schedule (evening workshops, groups)
- Knowledge and experience working with relevant community services within Victoria Area
- Ability to organize, plan and prioritize work related activities

REQUIRED EDUCATION AND EXPERIENCE:

- Completion of Grade 12 and relevant post-secondary education
- Current First Aid / CPR and Food Safe
- Class 5 driver's license; and willing and eligible to obtain class 4
- Clean Criminal Record check

Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members

Please send resumes to: Felicity Peters, Human Resource Manager

Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com