

Job Description



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| Job title: | Family School Liaison Worker | Reference: Student Services 007 |
| Reporting to: | School Principal, District Psychologist, Associate Superintendent - Student Services | Date created: May 2018 |
| Work calendar | 10 month pay over 12 | Non Unionised/ Centralised Office and Facilities contract |

In the day to day fulfilment of this role we expect you to work to our organizational values: The universal core competencies in line with the values for the MHPSD are:

- Excellence
- Respect
- Caring and compassion
- Learning
- Integrity
- Innovation

1. Position purpose – an overview of what you’re here to do

• Your primary purpose:

As a member of the Student Services team, the Family School Liaison Worker (FSLW) will collaborate with district staff, school-based staff and community service providers to promote mental wellness and support emotional development of students. The FSLW will also provide intervention services to identified students and their families.

2. Responsibilities – a summary of what we expect you to achieve:

- Facilitate the relationship between the home and school environment for students and families to encourage regular school attendance and support student achievement by acting as a communication liaison, helping all students feel welcome in the school
- Assess student and family needs resulting in the development and implementation of an appropriate intervention plan
- Make referrals to community organizations as necessary and act as a liaison between schools, community service providers and appropriate agencies, providing a link between school staff and community partners
- Participate in school-based teams to provide support to students and families (transitioning into the school)
- Implement skill-based and strength-based interventions for students (individual and small group) such as building resiliency, development of social skills, problem solving skills, self-awareness, anxiety reduction, and executive functioning
- Liaise between the First Nations, Metis, Inuit (FNMI) Education Coordinators, English Language Learning (ELL) Coordinators and school-based administrators to provide support for attendance and academic concerns
- Provide education and counselling to students and parents to help them positively manage challenging issues and events
- Enhance personal strengths and coping skills in students

- Provide classroom presentations on a variety of topics related to healthy relationships and development
- Ensure that students and school staff are knowledgeable on a variety of topics (ie. mental health, regulation, trauma, grief and loss, LGBTQ, etc.) through consultation and presentation
- Participate on Violence Threat Risk Assessment (VTRA) Teams as requested
- Provide leadership to the district in areas of expertise
- Maintain and document files

People and culture

- Actively participate in ongoing performance and development planning and coaching of others
- Demonstrate MHPSD values
- Demonstrate departmental values

Safety

- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations

Relationship management

- Provide care and compassion to students
- Provide information and act as an ambassador to the school for families
- Provide an open and welcoming approach as part of the wider community

Policies and Procedures

- Follow MHPSD Policies and Administrative Procedures and practices including Human Resources policies

Evaluation

- The FSLW shall have the primary responsibility for their own effectiveness and for the improvement of their performance as determined in policy of the College of Alberta Social Workers and/or alternate regulating body.
- Supervision of the FSLW and the program shall be the responsibility of the Associate Superintendent - Student Services, District Psychologist and Principals.
- If the FSLW's competency is called into question, the Associate Superintendent - Student Services and District Psychologist shall consult with the appropriate school principals during any formative/summative evaluation which may be used in the decision to retain or release the FSLW from their position with the district.

Optimise processes and practices

- Provide input into continuous improvement practices
- Maintain up to date knowledge of best practice

Other tasks

- Complete other tasks, assignment and projects as requested on an ad hoc basis that are within your capabilities or as directed by the Associate Superintendent - Student Services.

3. Behavioral Competency profile

- Collaborative relationship builder
- Collaborative decision maker
- Use of initiative

- Attention to detail
- Ability to multi-task in a high pressure environment
- Diplomacy and tact
- Excellent time management skills
- Planning and anticipating future needs
- Excellent organizational skills
- Ability to deal with ambiguity

Technical competencies– the Knowledge Skills Education and Experience we expect a competent person to have, apply and demonstrate:

- Bachelor’s Degree or Master’s Degree in Social Work (preferred) or other related degree or diploma, and registered to practice in Alberta
- Experience working with children and/or youth, families and community service providers
- A strong foundational knowledge about sound pedagogy and inclusive supports for students based on relevant research
- Interest in new and emerging educational research
- Can demonstrate an awareness of government legislation, regulations and policies
- Valid drivers’ license
- Access to reliable vehicle
- Oral and written communication skills
- Presentation skills
- Knowledge of software applications relevant to the position: google platform, MS Office
- Knowledge and understanding of the SD76 vision structure and policies and procedures
- Ability to make key judgments and informed decisions for successful outcomes
- Able to communicate both technical and non-technical information clearly and effectively both verbally and in writing
- Ability to run small groups

4. Performance and development planning

Your performance will be measured each year against the expectations in this document, this includes an assessment of how you have performed against “the what” (the accountability expectations) and “the how” (the competency expectations) of this job. Each year you and your supervisor will identify the specific objectives, targets and measure which will focus on your continued development and the improvement of your performance.

5. Position parameters:

HR Delegations

Number of direct reports: 0

The physical demands assessment for the role is as follows and any successful applicant will be assessed against their ability to meet the physical demands for the role:

Climbing, reaching, lifting, sitting for extended periods of time, visibility to read type written documents.

6. Working conditions

General office and school settings with travel between schools and other locations for the purpose of carrying out the roles and responsibilities as outlined above. This role may also require in-home support on an as-needed basis.

7. Equipment used to perform essential functions

Including but not limited to computer, fax, photocopier, cell phone (allowance – must provide own), personal vehicle

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____