



FAMILY SCHOOL LIAISON WORKER

Pay Grade 8

Position/Title: _____ **Department/School:** _____

Reports to: _____ **Date:** _____

Incumbent: _____ **Supervisor:** _____

Function and Purpose of Position

The Family School Liaison Worker's (FSLW) primary role is to facilitate connections among family, school and community to assist with positive growth. They work as part of a multidisciplinary team to enhance service delivery by helping families set goals, integrate interventions, plan strategies and arrange resources that will help children be successful in school, at home and in their community. The FSLW offers support services in a variety of formats (individuals, families, groups) and in a variety of settings (school, home, community settings).

The FSLW works under the direction of school/central administrator designated as their supervisor.

Activity A: Student Support (25%)

- Establish trusting and meaningful relationships with children/students
- Participate in the assessment of children/students' emotional/behavioural and social needs
- Assist in planning and implementing strategies to address children/students' needs (planned daily activities, providing information, making referrals, recreational/skill development activities or workshops)
- Help children/students and families identify personal strengths and resources for positive change
- Participate in case conferences
- Provide school and/or community based prevention oriented educational groups
- Advocate for children/students within the school and community

Activity B: Family Support (25%)

- Promote a closer link among school, family and community
- Enhance communication among family, school and community service providers
- Provide parent workshops as needed
- Plan and facilitate family-oriented programming sessions
- Act as a resource for families as needed (provide information, facilitate referrals to community agencies)
- Strengthen families by providing support, teaching and resources

Activity C: School Support (20%)

- Consult with teachers, counsellors and administration as to children/students' needs and progress
- Provide consultation for school personnel regarding children/students' social and emotional concerns/development
- Participate in ISP development/implementation as required

Activity D: Communication (15%)

- Consult with teachers, counsellors and administration
- Communicate with community agencies
- Maintain written records of services provided/case notes

Activity D: Community Agency Involvement (15%)

- Build and maintain connections with community agencies in order to facilitate referrals and access to services
- Participate in collaborative projects as directed by the supervisor
- Promote awareness of community agencies and their services

EDUCATION AND EXPERIENCE

- A) Education
 - i) Minimum of a diploma in a human service field.
- B) Experience
 - i) The FSLW should have minimum of 1 year of related experience in the human service field
 - ii) Experience in a school setting is an asset

Equivalencies will be considered.

KNOWLEDGE, SKILLS AND ATTITUDES

- Excellent oral and written communication skills
- Strong interpersonal skills
- Understanding of youth culture, belief in strength based, solution focused approach

- Ability to work as part of a multi-agency team while being self directed and possess initiative
- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- Knowledge and experience in developing and delivering skill building workshops, presentations and effective programming

DECISION MAKING

The FSLW makes decisions in order to assist the implementation of support plans and effective programming as directed by the administrator supervisor.

Examples:

1. Deciding the level of support a family needs to access a community-based service
2. Support students in goal setting activities and strategies and ensure open lines of communication with school counsellor/administrator
3. Design and/or facilitate school-based activities based on school needs

WORKING WITH OTHERS

Some of the usual contacts that you will have in your position are:

1. Employees in the same school as yours will exchange everyday information and may require explanation and interpretation of that information.
2. Employees in other school will exchange factual or everyday information.
3. Daily communication with students will require explanation and interpretation of everyday information.
4. Telephone, e-mail and face to face interaction with other colleagues, parents and community colleagues
4. As directed by the administrator communicate observations regarding student progress

The administrator/supervisor will provide a detailed supervision and reporting framework as much of the work of the FSLW is completed independently. FSLWs must ensure they are following the supervision and reporting requirements.

PHYSICAL DEMANDS

May be required to routinely lift items weighting up to 10 kilograms

Some of the unpleasant aspects of the work environment are:

- Contact with infectious diseases
- Noise level

- Dealing with uncooperative or difficult persons

WORKING CONDITIONS

FSLW work indoors except when supervising/supporting outside programming.

FSLWs may have the same holiday schedule as teachers, including a long summer break as well as winter and spring breaks. However, they work on a ten-month contract basis and therefore are not paid during the summer months.

The scheduled hours to be worked will be determined by each specific position.

The use of a personal vehicle may be required to transport students. A Class 4 license and appropriate insurance is required.

ADDITIONAL INFORMATION

FSLWs must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.

FSLWs are part of the school staff and therefore are representatives of Elk Island Public Schools.