

We're hiring:

# Family Support Worker



## CLOSING DATE

Open until position is filled

## ON-SITE

Permanent Full-Time

Monday to Sunday; One week on,  
one week off rotation



## Overview

The Family Support Worker supports Charles J. Andrew Healing Centre (CJAHC) by delivering and participating in effective and safe care of the clients at the Centre. This position is dedicated to supporting clients through cultural foundational teachings and an addictions treatment program designed to assist in the development of becoming healthy independent adults. This position also provides security and maintains cleanliness.

## Responsibilities

Under the general supervision of the Clinical Program Manager and/or as part of the various workgroups and teams, the Family Support Worker performs the following essential services at CJAHC.

## Qualifications

- Support and supervise clients
- Regularly communicate client progress to the team
- Meet client needs, requests, and expectations in a respectful, helpful, and responsive manner
- Develop, collaborate and facilitate the child development programming
- Provide transportation to support attendance at appointments
- Provide support services in line with age appropriate, gender diversity, developmental needs, exceptionailities, and neurodivergence as needed
- Provide supportive therapeutic services including expressive arts, play therapies, CBT, DBT, cultural healing as required and appropriate

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## Qualifications

- Ensure safety of the clients in program
- Manage minor first aid and contact emergency services as needed
- Ensure environmental and building safety and cleanliness
- Provide family visitation supervision as needed
- Make recommendations on the need for funding/services supports including Jordan's principle
- Participate in the client orientation and discharge processes as requested
- Participate in sharing circles or other sharing group discussions and ceremonies with clients
- Assist in classroom learning as needed
- Encourage life skills development (i.e., good hygiene)
- Serve as a role model for clients by demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic
- Report any concerns to immediate supervisor
- Assist in the development of clients by helping them build relationship skills such as getting along with others, respect to others, and supportive communication
- Support the safe management of medication, including adherence to infection control protocols and documentation
- Support the development of child focused aftercare plans

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## Assets

- Fluency in an Indigenous language is an asset
- Knowledge of Indigenous traditions and customs including natural healing is a definite asset
- Experience in Indigenous culture is an asset
- Ability to function independently, to be flexible and to adapt to change
- High level of professionalism and able to maintain confidentiality at all times
- Ability to motivate clients to be successful in the program
- Ability to work under pressure in crisis situation
- Must maintain a healthy lifestyle recognizing they are viewed as a role model in the community

## Benefits

- Health & Pension Plan (50% employer matched)
- Employee Assistance Plan
- Generous Leave Package
- Professional Development Opportunities

## How to Apply

- Please submit your resume to: [hiring@cjay.org](mailto:hiring@cjay.org)
- For more information please contact:  
Felicia Allingham @ 709-497-8995 Ext 224

# Application Checklist



Name

Position applied for

## Qualifications

Educational:

Experiential:

## 1 - Three References provided

Completed

Not Completed

Comments:

## 2 - Criminal Record Check

Completed

Not Completed

Comments:

## 3 - Vulnerable Sector Check

Completed

Not Completed

Comments:

## 4 - Proof of Education and Certifications

Completed

Not Completed

Comments:

# Application Checklist



## 5 - Copy of Driver's Abstract

Completed

Not Completed

Comments:

## 6 - Copy of Driver's License

Completed

Not Completed

Comments:

## 7 - Proof of Vaccination

Completed

Not Completed

Comments:

## 8 - Proof of eligibility to work in Canada

- 
- Canadian Citizen
- Permanent Resident
- Open Work Permit

- Student Work Permit (Eligible hours)
- Temporary Resident Permit
- Current Refugee Status

Indigenous Canadian