



# Adult Community Resource Facilitator

<b>Position:</b>	Adult Community Resource Facilitator (ACRF)
<b>Program:</b>	Options
<b>Contract:</b>	Temporary; one year; 35 hours per week
<b>Location:</b>	128A Sterling Road, Toronto, ON M6R 2B7
<b>Salary:</b>	\$49,142 – \$60,503 BU Salary Grade 7
<b>Application Deadline:</b>	November 27, 2018; 5.00pm
<b>File Number:</b>	OPT #36-18 – with cover letter and resume
<b>E-Mail:</b>	<a href="mailto:hrdep@familyservicetoronto.org">hrdep@familyservicetoronto.org</a>
<b>Mail:</b>	HR, Family Service Toronto, 355 Church Street, Toronto, ON M5B 0B2
<b>Web:</b>	<a href="http://familyservicetoronto.org">familyservicetoronto.org</a>

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community-building and working with partners to strengthen the sector.

The Options Program is dedicated to creating welcoming, inclusive communities where everyone can contribute their skills and talents. We work with community organizations, developmental service agencies, generic agencies, family and neighbourhood associations, schools, libraries and wherever else we can create connections in the City of Toronto. Our focus on equity and inclusion is guided by a person-directed approach allowing us to support and empower individuals and families.

Reporting to the Manager, Options, the Adult's Community Resource Facilitator (ACRF) will provide between 10-20 hours of service to individuals on the waitlist for Family Support Work, through the DSO. This facilitator will assess the needs of the individual, and provide information, referral and coordination of service for adults with developmental disabilities and their families/caregivers, if applicable. Information is provided to help clients make informed choices; to access both traditional and non-traditional supports in the community. The ACRF uses an individualized and person-directed approach; focusing on the client's strengths, and abilities.

**Please clearly identify how you meet the specific requirements outlined below.**

## **RESPONSIBILITIES**

- Assists clients in identifying their strengths and needs
- Assesses client needs from a bio-psycho-social framework
- Connect individual to community resources, as requested and required
- Attends regularly and participates actively in team meetings and peer consultations

- Attends and actively participates in supervision with the manager
- Informs the manager of client incidents that involve risk or are potential serious occurrences
- Ensures the regular and timely recording of case notes, client and service data as required by funders and FST policy
- Attends case consultation meetings, training and staff development opportunities as required.
- Implements/participates in program evaluation and client record audits
- Delivers service and conducts work in accordance with the Quality Assurance Measures and accreditation requirements
- Represents FST at community planning/partnership tables as requested
- Supervises students and/or volunteers
- May be assigned additional duties which are consistent with this role

## QUALIFICATIONS

- Post-secondary degree in social work or a related field of study or equivalent combination of education and experience over a minimum five-year period (foreign credentials and relevant experience will be considered)
- Minimum of five years of experience in the social services field
- Minimum of three-five years of clinical experience working with individuals and families
- Demonstrated clinical assessment, formulation, planning, intervention and evaluation skills
- Experience facilitating group counselling/education sessions
- Demonstrated knowledge of developmental services and community resources in Toronto
- Demonstrated understanding of the issues faced by people with developmental disabilities
- Demonstrated commitment to person-directed service
- Strong advocacy skills
- Demonstrated ability to engage in creative problem solving and decision making
- Demonstrated ability to foster independence in others
- Strong interpersonal and communication (verbal, written and listening) skills
- Strong organizational, time management and computer skills (familiarity with database applications)
- Demonstrated ability to work in a team and build strong relationships with service partners
- Demonstrated ability to effectively collaborate within the DS sector, as well as across sectors, for the supports clients need and to build capacity of others.
- Demonstrated commitment to principles of social justice, anti-oppression, equity and inclusion
- Valid Ontario driver's license and daily access to a vehicle in order to provide client service in the community (e.g., home visits, community meetings)
- Ability to work flexible hours
- Experience supervising students and volunteers
- Satisfactory Criminal Reference Check with Vulnerable Sector Check completed within the past 12 months

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.

**No phone calls please.**