



# Adult Community Resource Facilitator

<b>Position:</b>	Adult Community Resource Facilitator (ACRF)
<b>Program:</b>	Options
<b>Contract:</b>	Permanent; 35 hours per week
<b>Location:</b>	128A Sterling Road; and travel within the GTA
<b>Salary:</b>	\$53,940 – \$66,437 BU Salary Grade 8
<b>Application Deadline:</b>	January 24, 2019; 5.00pm
<b>File Number:</b>	OPT #1-19 – 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.

Reporting to the Manager, Options, the Adult's Community Resource Facilitator (ACRF) provides information, referral and coordination of service for adults with developmental disabilities and their families/caregivers, if applicable. Goal-focused, time-limited service plans are developed and reviewed regularly with clients. 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, facilitating inclusion and promoting skill and knowledge development.

**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
- Works with the client in the process of developing a comprehensive, goal-oriented, time-limited plan, which builds on strengths and addresses the identified needs
- Supports the client in the implementation of the plan
- Supports the client/family to locate, access and evaluate appropriate supports and community resources (e.g., personal support workers, day programs, residential options)
- Collaborates with DSO-TR, other service providers and community resources as needed
- Advocates with the client/family for appropriate resources as needed
- Monitors the implementation of the plan and reviews its effectiveness with the client/family on a quarterly basis or more often, as requested by them
- Ensures continuity of service (i.e., planning well for transitions internally and externally)

- Assists the client/family in the development of a budget (for Options funded clients) that reflects the paid supports that are needed to implement the plan
- Organizes/facilitates education/resource sessions as determined by needs of clients/families
- 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 and current Criminal Reference Check with Vulnerable Sector

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.**