

	<b>Section:</b>	<b>Family Strengthening</b>	<b>Prepared: August 1, 2018</b>
	<b>Job Description:</b>	<b>Supervised Access Worker</b>	<b>No. of Pages:</b>
	<b>Classification:</b>	<b>JJEP Wage Grid - 10</b>	
	<b>Attachment:</b>	<b>Not Applicable</b>	

### **Job Summary:**

The Supervised Access Program Worker supervises family visit and provides a safe, secure environment, physically and emotionally, for children in alternate care and maintains a court ready record of all supervised visits.

**Reports To:** *Executive Director*

### **Key Duties & Responsibilities:**

1. Coordinates and schedules supervised access visits in consultation with all participating parties.
2. Collaborates and consults with a team that may include Family Preservation Worker, Social Worker and Foster parent etc.
3. Observes and objectively documents supervised access visits and interactions and intervenes as required. Ensures that the terms and conditions of the visit are followed
4. Observes and monitors appearance, condition and behaviour of family members in order to maintain a safe and healthy visit. Reports any abnormalities to the executive director and the referring social worker.
5. Accompanies and/or transports client to and from appointments and activities.
6. Ensures the safety of visitation site for clients
7. Maintains appropriate records and ensures that all necessary documentation is complete and correct. Maintains strict confidentiality and information.
8. Valid driver's license and vehicle required
9. Must be able to obtain and maintain a clear Criminal Records Check
10. Performs routine inspection and maintenance duties on vehicle such as cleaning and fueling vehicle, checking lights and tires and maintaining fluid levels. Recommends vehicle and equipment repairs as required.
11. Other duties as required

*Note: only screened in applicants will be contacted. Kikino Metis Children and Family Services is exempt and allowed to give preference in hiring Indigenous People, under Section 15(2) of the Canadian Charter of Rights and Freedoms.*

**Qualifications:**

## Education

- Diploma in a related human/social service field

## Training/Education

- 1-year recent related experience or an equivalent combination of education, training and experience.

**Application Process**

Please submit your resume along with three professional references to:

Kikino Metis Children and Family Services Society

Attention: Richard Nault, Executive Director, Email: [executive.director@kikino.ca](mailto:executive.director@kikino.ca)

1546 6<sup>th</sup> Avenue, Prince George BC, V2L 5B5, Telephone: 250-563-1661

**Application Deadline****Until Filled**