

## Parent Child Advocate (PCAP) Partner, Fetal Alcohol Spectrum of Services

Through our vision of eliminating poverty in our community, and guided by a passionate concern for the dignity and well-being of each individual, our work is based on building relationships, hope and trust. By addressing multiple needs, Bissell Centre provides a holistic approach to helping families and individuals. For more information, please visit [www.bissellcentre.org](http://www.bissellcentre.org)

Currently, Bissell Centre is looking for the right individual to fill the position of **PCAP Partner**. The key function of this position is to support family systems or individuals supporting the women within the PCAP program. This position works with individuals involved in a supporting role with the children of the PCAP participant.

Specific responsibilities of the position include:

- Maintain an active caseload of 12 participants from the PCAP partner program.
- Set goals with PCAP Partners around well being and the relationship with children and mother.
- Work with participants to access their basic needs and assist them to obtain critical necessities immediately which include financial support/budgeting, housing, legal and psychological/mental health/addiction treatment or enrolment through other agencies/service providers. Negotiate through outside agencies such as children services to support the best interest of the child involved.
- Work with participants regularly to collaboratively set goals, develop a plan of action, evaluate success, and revise plan accordingly
- Assist participants with implementation of the plan through role-modeling, teaching, information, brokering, advocacy, and providing practical assistance
- Make active connections between participants and community resources and advocate for realistic and appropriate service plans for the participants.
- Demonstrate to service providers effective ways of working with participants that are often considered difficult and incapable of change
- Transport participants to appointments as necessary until participants are stabilized and able to organize a reliable system themselves
- Assist participants to secure childcare while attending appointments
- Provide childcare while participants are attending appointments
- Present and advocate the program to service providers in the community to gain their continual support and good working relationship.
- Work in collaboration with the FASS team, EFAN and Region 6 Adults with Fetal Alcohol Spectrum Disorder Committees to ensure appropriate information flow and effective program development and delivery

### General and Administrative

- Maintain accurate written file notes, computer records, program information, and critical incident reports within established time standards

- Provide latest program information and updated statistics as required
- Maintain and submit accurate mileage and expense logs for reimbursement
- Participate in probationary and annual performance reviews
- Attend scheduled staff and supervision meetings
- Provide relief Drop-In shifts on a rotating schedule as required
- Perform other duties as required

The ideal candidate would possess the following qualifications:

- Degree or Diploma in Social Science or related discipline
- Minimum of one year related employment experience e.g. high-risk populations, Fetal Alcohol Spectrum Disorder or community development
- Alberta Class 5 License, satisfactory driver's abstract and a vehicle
- Strong written and verbal communication and interpersonal skills, result oriented, good time management, strong organizational, problem-solving and advocacy skills
- Good working knowledge of Microsoft Word and Excel programs
- Familiarity with issues of poverty, homelessness and Edmonton's urban core
- Familiarity working with high risk populations and an understanding of Aboriginal cultures, history and current issues

### Conditions of Work

- Some evening and weekend work may be required
- Criminal Record Check
- CWIS Check
- Alberta Class 5 License, satisfactory driver's abstract and a vehicle.

Interested candidates are invited to submit their resume and cover letter by February 22, 2015 to:

**Ashley Baxter**

Program Manager

Bissell Centre

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Edmonton, AB T5H 2H6

E-mail: [abaxter@bissellcentre.org](mailto:abaxter@bissellcentre.org)

We thank all applicants for their interest. However, only candidates selected for interview will be contacted.