

Parent/Child Advocate, 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

Currently, Bissell Centre is looking for the right individual to fill the position of **Parent/Child Advocate**. The key function of this position is to work with women at risk of delivering a child with Fetal Alcohol Spectrum Disorder (FASD) and their immediate social networks to improve their life circumstances. The Parent/Child Advocate provides intensive, long-term outreach support and advocacy and connects families to a comprehensive variety of support services in the community.

Specific responsibilities of the position include:

- Maintain an active caseload of 8-12 women at risk of delivering a child with Fetal Alcohol Spectrum Disorder
- Continually build a relationship of trust with participants
- Work closely with the whole constellation of people and service providers' e.g family legal aid, Child and Family Resources, mental health/addiction/family violence centres that will potentially be involved in participants' lives.
- Assess and enhance participant readiness to make positive changes
- Work with participants regularly to collaboratively set goals, develop a plan of action, evaluate success, and revise the plan accordingly. Measure their progress once every three months
- Assist participants with implementation of the plan through role-modeling, teaching, information, brokering, advocacy, and providing practical assistance
- Role model basic skills, social behaviors and parenting skills to the participants
- Maintain contact with participants through regular home visits, calls, letters and tracing at least once a week
- Trace participants who disappear: make weekly attempts, keep record of attempts, continually obtain updated references and build a network among program participant's friends, relatives and service providers
- Transport participants and their children to appointments as necessary until participants are stabilized and able to organize a reliable system themselves
- Assist participants to secure childcare while attending appointments, where required
- Present the program to service providers in the community to gain their continual support and good working relationship
- Work in collaboration with the FASS team to ensure appropriate information flow and effective program development and delivery

General and Administrative

- Maintain accurate computer records, program information, and critical incident reports within established time standard
- Provide latest program information, updated statistics and success stories 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 March 23, 2015 to:

Ashley Baxter

Program Manager

Bissell Centre

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E-mail: abaxter@bissellcentre.org

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