

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (CHILDREN'S & COMMUNITY SERVICES DIVISION – CHILDREN'S & HOME MANAGEMENT SERVICES – LOCATION - 25 MOUNT ALBION RD.)

HOME MANAGEMENT WORKER - CUPE 5167

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. Children's Services and Neighbourhood Development Division leads, plans and manages city wide early years and child care systems and provide comprehensive evidence-based support services to children, families and the community. The division provides leadership, expertise and support for broad based departmental program development, program evaluation and social policy initiatives.

SUMMARY OF DUTIES

Under supervision, manages and maintains a caseload of individuals and families requiring assistance in basic home management and life skills. Works with marginalized communities to connect and support them in their lives. Connects with various City and Community partners for referrals.

GENERAL DUTIES

Assess clients and families using anecdotal and functional assessments and collectively design and develop individualized case plans.

Consult and liaise with agencies in the community with respect to clients/families and groups.

Liaise with Housing in general life skills and education sessions for tenants.

Act as designated monitor for clients/families as required under the Child Protection Agencies, Psychiatric Outreach Agencies and other such agencies.

Teach and develop life management skills to court mandated clients and families.

Develop, set up and conduct presentations to service clubs, educational institutions, parent groups and community agencies as requested.

Take referrals from individuals, agencies and health care practitioners.

Maintain current knowledge of Acts, Legislation and Policies and Procedures pertinent to job duties.

Act as case manager for clients/families. Complete client/family visits.

Develop, implement, set up and conduct educational and skill development workshops.

Provide mentoring, training and direction to students of registered educational institutions, volunteers and parent facilitators.

Counsel clients/families on personal skills development, parenting, education, life management skill development and career planning. As well, teach life management skills to groups on parenting, problem solving, housing issues, household safety, goal setting, stress management, etc.

Develop and implement educational programs and resource material for clients/groups. Design and develop pamphlets for programs and services offered in conjunction with Manager.

Design, develop, revise and implement, program evaluation and functional assessment tools in conjunction with Manager.

Act as program representative on community networks, councils and committees.

Coach staff from outside community agencies (train the trainer) group facilitation within their own agency.

Record daily, weekly and monthly work schedules, statistics such as client/family visits and group/workshop dates and times.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated ability in interviewing skills, flexibility in adapting to change, interpersonal relationships and case management normally acquired through the graduation from a community college in Health and/or Social Services or Social Welfare field with previous work experience in income support.
2. Demonstrated ability to communicate both written and verbally with clients, families and outside agencies as well as internal staff.
3. The ability to record daily, weekly and monthly work schedules, such as client/family visits and group workshop dates and times knowledge of work and other software related to the position.
4. The ability to act as designated monitor for clients/families as required under the Child Protection Agencies, Psychiatric Outreach Agencies, and other such agencies, and to teach life management skills to court mandated clients and families.
5. Must be able to meet the physical demands of the position, for example, climbing stairs for home visits, transporting, lifting of materials for presentations and facilitations.
6. Must have a valid Class "G" Driver's Licence.
7. Provision of a car by the individual for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
